



**Job Title:** Development & Communications Director

**Classification:** Exempt

**Salary:** \$65,000-\$80,000

**Position Type:** Full-time: In-person

**Hours of Work:** Regular operational hours with some evening events

**Purpose:** The Development & Communications Director plays a pivotal role in advancing the Center's mission by strategically leading and overseeing both development and communication initiatives. This role is responsible for creating and implementing comprehensive strategies to enhance fundraising efforts, cultivate donor relationships, and elevate the Center's mission and brand through effective communication channels.

**Position Reports to:** President/CEO

**Essential Functions:**

*Planning*

- Formulates, executes, and assesses comprehensive Annual Development and Communication Plans.
- Actively participates in achieving objectives outlined in the Strategic Plan and Key Performance Indicators related to Development and Communications.

*Communications and Public Relations*

- Responds on behalf of the Center for crisis communication and consistently reviews and updates the Center's crisis communication plan.
- Manages the production of the Annual Report, Annual Appeal, newsletters, and other communications for donors and the community.

*Events*

- Coordinates donor recognition events and the associated appreciation processes.
- Plans and executes the Annual Luncheon, facilitating the Fund Development Committee's engagement with sponsors and table captains.
- Plans and executes annual Summit, coordinating cross-community engagement based on professional development focus or showcasing healing through survivor stories.

*Non-Governmental Grant Cultivation*

- Grows the Center's non-restrictive funding annually through expanded and new funding opportunities.
- Craft compelling and persuasive grant proposals that clearly articulate the Center's mission, programs, and the specific project or initiative for which funding is sought.

### *Donor Cultivation*

- Engage donors and potential donors in a genuine and personable manner through direct outreach.
- Plans and orchestrates engaging and informative donor tours.
- Manages major gifts and planned giving programs.

### *Data Management*

- Maintains donor accounts receivable.
- Maintain contribution binder with Contribution Forms, copies of contribution, and copy of acknowledgment letter.
- Reconciles year-end donor statements aligned with IRS requirements.

*And other duties as assigned by the President/CEO.*

### **Education and Experience Needed:**

- Bachelor's degree from an accredited institution or equivalent relevant job experience.
- Minimum of five (5) years' experience in fund development.
- Proficient in internet navigation, Microsoft Suite and Google Workplace.
- Preferred experience with DonorPerfect and Canva.

### **Competencies Required:**

#### **Advocacy:**

- Engage in advocacy initiatives that align with the Center's mission, contributing to the overall advancement of public policy and community awareness related to child sexual abuse.

#### **Healthy Communications:**

- Exchange information efficiently and effectively, demonstrating active listening and seeking clarification when necessary.

#### **Team Participation:**

- Ability to work collaboratively with diverse teams, fostering a positive and inclusive work culture.

#### **Building of Global Capacity:**

- Demonstrate a commitment to intercultural development and understanding the unique needs of clients, staff, and donors from diverse backgrounds.

#### **Personal Care and Development:**

- Actively seek and participate in professional development opportunities, both internal and external.

#### **Stewardship:**

- Collaborate with staff and volunteers to fulfill funding requirements for state and private grants.

#### **Data Management:**

- Maintain strict confidentiality of client information.

#### **Flexibility and Adaptability:**

- Possess strong project and time management skills in a dynamic, fast-paced environment.

**Work Environment and Physical Requirements:**

The nature of the work involves exposure to emotionally challenging situations and may require a level of resilience and self-care to maintain personal well-being in the face of these challenges. Additionally, accommodation for specific physical requirements can be discussed to ensure an inclusive work environment for all staff members.

- Navigate a trauma-rich environment where clients are present.
- Comfortability engaging large crowds or groups of people, speaking publicly.
- Ability to sit and effectively use a computer for extended periods within a standard office environment.
- Perform light lifting tasks, up to 25 pounds, as needed to fulfill job responsibilities.