



Job Title: Development & Communications Director

Classification: Exempt

Salary: \$75,000-\$100,000

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 and outreach.

Position Reports to: President/CEO

Essential Functions:

Strategic Leadership & Planning

- Develop, execute, and assess comprehensive annual Development and Communication Plans.
- Actively contribute to achieving objectives outlined in the Strategic Plan and Key Performance Indicators related to Development and Communications.
- Facilitate effective communication and collaboration between the Fund Development Committee to ensure alignment on fundraising goals and strategies.

Donor Engagement & Cultivation

- Engage with donors and potential donors confidently and personally, building strong relationships through direct outreach.
- Plan and lead engaging and informative tours of the Center.
- Manage major gifts and planned giving programs, ensuring sustained and meaningful donor engagement.

Communications and Public Relations

- Serve as the Center's spokesperson for communication, including media requests, while ensuring the Center's crisis communication plan is current and effective.
- Oversee the production of the Annual Report, Annual Appeal, newsletters, social media content, and other key communications for donors and the community.

Event Management

- Coordinate donor recognition events, ensuring meaningful appreciation processes.
- Plan and execute events for the Center, fostering cross-community engagement and showcasing the Center's mission.

Grant Cultivation & Fundraising

- Expand and diversify the Center's non-restrictive funding through innovative and compelling grant proposals.
- Identify and pursue new funding opportunities to grow annual contributions.

Data Management

- Maintain accurate and detailed donor accounts and records.
- Ensure all contributions are documented according to Center policies.
- Reconcile year-end donor statements in compliance with IRS requirements.

And other duties as assigned by the President/CEO.

Qualifications:

- Proven experience in fundraising, donor relations, and communications.
- Strong leadership and strategic planning skills.
- Exceptional interpersonal and communication skills.
- Confidence and ambition in soliciting contributions and funding.
- Passion for the mission of supporting child victims of sexual assault.

Education and Experience Needed:

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

Work Environment:

The nature of the work involves exposure to an emotionally challenging environment and may require a level of resilience and self-care to maintain personal well-being in the face of these challenges.