



## Director of Development & Communications

### Job Description

**Title:** Director of Development

**Type:** Full-time, Salaried

**Supervised by:** Executive Director

**Supervises:** Volunteers and Interns

Salary Range: \$46,500 – \$51,500 depending on experience.

Generous PTO policy. Organization contributes 35% of health care premiums.

**Position Summary:** The Director of Development & Communications is responsible for planning, organizing, and directing The Job Foundation's fundraising, including individual and corporate donations, and overseeing social media and print communication.

### Responsibilities

- Develop and execute The Job Foundation's annual fundraising plan.
- Secure financial support from individuals, foundations, corporations, and service organizations.
- Manage data entry/gift processing of all donations.
- Maintain and update donor information in database.
- Serve as the primary staff liaison to the Development Committee
- Collaborate with and report fundraising progress regularly to Executive Director, the Development Committee and Board of Directors
- Collaborate with Executive Director to develop and maintain ongoing relationships with major donors.
- Create and execute a strategy for a large, sustained base of annual individual donors.
- Communicate with Grants Manager Develop and track grant proposals and reports for all foundation and corporate fundraising.
- In collaboration with Program staff, coordinate the organizations social media sites
- In collaboration with IT and Program staff, maintain website and develop content.
- Design or work with designers on development-related print materials.
- Oversee organization of fundraising special events when applicable
- Other duties as assigned by the Executive Director

## **Qualifications**

- ✓ Minimum of a bachelor's degree or equivalent experience
- ✓ One year of nonprofit development experience
- ✓ Solid, hands-on, budget management skills, including budget preparation, analysis, decision making and reporting.
- ✓ Strong organizational skills, including planning, delegating, program development and task facilitation.
- ✓ Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- ✓ Skills to collaborate with and motivate board members and other volunteers.
- ✓ Strong written and oral communication skills
- ✓ Ability to interface and engage diverse volunteer and donor groups.
- ✓ Demonstrated ability to collaborate with staff and volunteers.
- ✓ Strong public speaking ability
- ✓ Car ownership, proof of insurance and a valid driver's license is required.
- ✓ Must pass a comprehensive background check.

Updated 5/7/24