



Development Director

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: The Development Director will play a key role in the agency's growth through researching, developing and implementing marketing and fund development strategies and plans. She or he will assist the Executive Director with capacity building for program managers and other staff, creating stronger systems for the development and maintenance of donor relationships, grant-writing, outcomes tracking, marketing and communications.

QUALIFICATIONS and JOB REQUIREMENTS:

- Advanced degree in a related field and/or significant marketing, fundraising, and communications experience preferred.
- Excellent writing skills. Ability to present stories and other information in compelling ways.
- Demonstrated interpersonal skills: strong oral communications with the ability to network with existing and prospective funders, donors, media, partners and participants. Possession of existing community and/or ability to develop and leverage new contacts.
- Experience in all aspects of developing and maintaining marketing strategies to meet organizational objectives.
- Excellent attention to detail and high levels of professionalism in written work.
- Significant experience with fund development including grant-writing and the development of individual donors.
- Strong familiarity with outcome measures, website and e-newsletter maintenance, and the use of social media, or the ability and eagerness to quickly learn. Familiarity with graphic design, web design, and/or art direction a plus.
- Thorough understanding of branding principles.
- Supervisory experience or demonstrated ability to train and manage staff or volunteers.
- Familiarity with the community and appropriate contacts a plus.
- Event coordination experience.
- Ability to work with Fund Development Software.
- Eagerness to work in a team environment.
- Cultural competence and ability to work cross-culturally with community groups, colleagues and interns.
- Confident public speaker.
- Highly organized.
- Flexibility, creativity, and patience, with imagination, enthusiasm, ability to multi-task, and a good sense of humor.
- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- If you are required to drive a Community Works vehicle for your position: you must have a good driving record and a valid driver's license.
- If you are required to drive your personal vehicle for agency business more than 3 times an average month for your position: you must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse Check.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Create, implement and measure the success of a marketing communication, public relations and fund program for the agency.
- Assist the Executive Director in developing a culture of fund development at all levels of the agency.
- Work with program managers to develop and carry out program-specific marketing, communications and public relations programs and activities.
- Coordinate with program managers to identify specific funding needs, as well as public and private funding sources.
- Coordinate with the Executive Director, program managers and the Board of Directors to develop and nurture potential funders and donors. Develop proposals for funding sources as needed, working in conjunction with program managers and the Executive Director.
- Through training, mentoring and facilitating sessions with the management team, develop program manager's capacity to effectively carry out the expansion and tracking of program outcomes, external communications, grant-writing and other development activities for their programs.
- Expand on existing individual donor base to develop it as a major funding source; assist staff in fully implementing a donor database and procedures for tracking donations and nurturing donor relationships.
- Ensure articulation of desired agency image and maintenance of brand integrity.
- Work with communications staff and interns to prepare and publish quarterly newsletters, to maintain an up-to-date website and printed marketing materials, and to maximize use of social media.
- Develop, foster and maintain relationships between the agency and diverse groups interested in supporting our work.
- Perform other duties as assigned.

Position Name: Development Director

Department: Development

Supervisor: Executive Director

Revision Date:

FTE: .8-1.0 Exempt

Position #: 2019-BJ

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.

Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

Community Works is an Equal Opportunity Employer