POSITION DESCRIPTION
DIRECTOR OF DEVELOPMENT & COMMUNICATIONS

POSITION TITLE: Director of Development & Communications
REPORTS TO: Chief Executive Officer
SUPERVISES: Assistant Director of Development, Marketing Coordinator, Office Manager, Volunteer Outreach Coordinator, and Volunteer Service Coordinator
DEPARTMENT: Development
STATUS: Full-time Exempt
PRIMARY LOCATION: 533 Foundry Rd, W. Norriton, PA 19403

POSITION SUMMARY

The Director of Development & Communications is a key member of the senior management team responsible for creating and implementing a comprehensive fundraising and marketing strategy for the organization. The Director is responsible for identifying and securing financial contributions, planning sustainable funding strategies, overseeing fundraising activities, and supporting the organization’s strategic messaging. Additionally, the Director creates a comprehensive communications and marketing plan aligned with the organization’s goals and objectives, to increase awareness and engagement, and secure funding to support the mission and programs.

PRIMARY DUTIES AND RESPONSIBILITIES

- The Director of Development and Communications creates and manages a comprehensive fundraising program, including annual fund, major gifts, and planned giving, while also conducting marketing research to identify target audiences and generate leads for sustained growth and results.
- Responsible for all internal and external reporting on a regular basis.
- The Director of Development and Communications is responsible for managing and maintaining the donor database, while also coordinating event support, including mailers, posters, graphics, email blasts, and other related activities, both virtual and in-person.
- Allocates resources to donor stewardship including, but not limited to, written correspondence, receipts, and other gift acknowledgments.
- With the support of the CEO, develops, implements, and monitors the department’s strategic plan.
- Supports the CEO in the development and oversight of the Board of Directors and major gift solicitations.
- Identifies new corporate and private funding sources; represents agency in meetings—or identifies appropriate representation—with potential funding sources.
- Works with the Chief Executive Officer, Board of Directors, and Committee members to maintain close working relationships with funders.
- Works with the Chief Executive Officer in the creation of a capital campaign strategy to meet organizational goals for the next three to five years.
- Evaluate and report on the scope and effectiveness of development efforts on a regular basis.
- Participates in weekly senior leadership team discussions and collaborates in organizational goal setting.
- Performs other related duties as assigned by management.

REQUIREMENTS

- Excellent presentation skills.
• Approachable, empathetic, energetic, proactive, creative, flexible, and has a good sense of humor to inspire and motivate their team, solve problems, navigate complex situations, and build a positive work environment.
• Proven success in conceptualizing, writing, and editing grant proposals.
• Knowledge of major donors in the regional area.
• Goal driven, results oriented.
• Project management skills.
• The ability to handle multiple assignments simultaneously and delegate effectively is a necessity.
• Demonstrates understanding of diversity and cultural issues.
• Strong financial literacy skills including budgeting and forecasting.
• Ability to anticipate trends in the competitive non-profit marketplace and plan accordingly.
• Superior communication skills: oral, written, proofreading, editing, and presentation.
• Superior interpersonal skills with an ability to relate to broadly diverse audiences.
• Computer Skills Required: Word, Excel, Outlook, PowerPoint, and donor management software (Raiser’s Edge or similar).
• Hours – M-F, occasional weekends or evenings required.

EDUCATION

Bachelor’s degree from an accredited college or university, CFRE desired.

EXPERIENCE

• Minimum of three to five years of experience in non-profit development with a demonstrated track record in implementing successful corporate, foundation, and individual giving campaigns.
• Minimum of one year experience in non-profit communications and marketing, with a proven track record of successful awareness raising.
• Experience with government funding a plus.
• Experience with budget planning and long-range strategic planning.
• Experience with capital campaigns desired.

DRIVERS LICENSE

A valid driver’s license, reliable transportation, and willingness to travel as needed are required. Employment contingent upon completion of successful background check and child abuse clearance.