

## JOB DESCRIPTION

# DIRECTOR OF DEVELOPMENT & COMMUNICATIONS

## West Haven Community House

*To perform the Director of Development & Communications job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative but not all inclusive, of the knowledge skill and ability required to lead as the agency Development and Communications Director. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

**REPORTS TO:** Executive Director

### **GENERAL DESCRIPTION AND REQUIREMENTS:**

The Director of Development and Communications promotes the overall agency to the community; sets and carries out agency-wide standards and policies in the area of public relations and marketing and ensures that program materials meets those standards. The Development & Communications Director is responsible for developing and implementing a fund development program which annually meets the financial needs of the agency.

### **QUALIFICATIONS:**

#### **Education and Experience**

- Bachelors Degree in a related field
- Minimum of 5 years experience in related non-profit public relations and fund development
- Experience in writing and producing annual reports, newsletters and other promotional materials
- Experience identifying, researching and writing grants from corporations, foundations or government sources

#### **Requirements:**

- Excellent oral and written communication and organizational skills
- Demonstrated ability to work successfully with a non-profit Board and volunteers
- Ability to develop, implement and meet fundraising goals and objectives
- Comprehensive knowledge of community resources
- Ability to handle a high stress position
- Ability to handle detailed, complex concepts and problems, balance multiple tasks simultaneously and make rapid decisions regarding administrative issues
- Excellent interpersonal and intercultural communications skills; ability to participate in public speaking events
- Ability to plan and meet deadlines
- Computer literacy and experience with fundraising databases

### **JOB RESPONSIBILITIES:**

- Act as staff liaison to the Board of Directors Fund Development and Special Event Committees
- Develop and implement annual fund development plan and strategy that ensures for the adequate funding of the agency.
- With the Fund Development Committee, develop fundraising goals and plan for special events; staff liaison to fund raising events. Provide publicity for all agency fund raising events
- Actively identify, evaluate and apply for private funding through grants and foundations. Write grant proposals to meet the funding needs of the programs/agency
- Cultivate and nurture relationships with current and potential corporate and foundation sponsors, and individual donors
- Maintain an effective and accurate database for fundraising plans.

- Analyze and evaluate fundraising results as a means of improving future campaigns
- Acknowledge direct donations given in a timely fashion.
- Prepare and provide development reports which would include summaries of financials, grants and community relations for Executive Director, grantors, government agencies and Board of Directors as required.
- Create and maintain a resource on all grant activity which includes a summary of each grant's purpose, copy of grant application and submission, important dates, status and result of all applications.
- Develop and implement marketing and publicity plan for the agency and its programs
- Create, maintain implement calendar of important dates and deadlines.
- Develop and maintain a positive working relationship with local community groups, city and state government and various other appropriate organizations.
- Have a visible profile at community events. Represent the Community House at outside meetings and events
- Manage and coordinate requests for speaking engagements or promotional opportunities and be prepared to represent the agency appropriately and effectively at any time
- Cultivate relationships with key news media personnel.
- Review all program materials to ensure that they meet agency standards and requirements. In conjunction with program staff, create and produce all agency promotional materials
- Create and produce quarterly agency newsletters, annual report, and agency brochures.
- Produce publicity for all agency and program events including news releases, flyers, etc
- Organize and maintain an inventory of all media releases and program/agency promotional material.
- Other duties as assigned.

Acts as administrator in charge in the absence of the Executive Director and Assistant Executive Director

**FLSA CLASSIFICATION:** Exempt