

JOB DESCRIPTION**DEVELOPMENT DIRECTOR****ORGANIZATION BACKGROUND**

TITLE: DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS
REPORTS TO: EXECUTIVE DIRECTOR
LIAISON TO: THE BOARD OF DIRECTORS
LOCATION: XXX AREA HEADQUARTERS WITH SOME TRAVEL TO XXXX
HOURS: EXEMPT

POSITION CONCEPT

The Director of Development and Communications is charged with primary responsibility for managing and implementing the organization's first professional development plan, generated as part of a strategic plan process. Position is responsible for planning, execution, control and evaluation of fundraising, public relations and education and outreach for the organization. The Development Director works closely with the ED, the Board and Fundraising volunteers to enhance and support the overall mission of the organization, and to assure that ample unrestricted and programs funds are generated. The first year position will be on an employment contract to include benefits, after which time, based on outstanding performance, the position will become a regular management position with all the benefits and protections thereof.

The Development Director is Responsible for fund development for these purposes:

- Operating Support
- Major Projects, including new programs and collaborative ventures
- Future Capital Campaigns including expansion, remodeling and major equipment
- Endowment Fund (new, to be started with Bequest/Legacy Program)
- Planned Giving Program (new, to start with Bequests and build towards Trusts)

One quarter of the position is dedicated to Education & Outreach which includes:

- Newsletter writing and publication
- Preparation of press releases, handling of media relations and representation of the organization or preparation of the ED and Board trustees to represent agency to the media
- Publication of documents to include fundraising brochures and letters, other marketing materials, annual reports
- Generation of print materials, multi-media presentations to generate interest and support in existing and new markets

Special Events

Work with Board to plan and carry out 1 major event annually with an income generation goal of \$xxxx. Plan an Annual Meeting with a Public Relations and Donor Appreciation goal. Assist Board in events as needed.

Other duties as assigned.

Staff Support

Position does not have staff support for the first year.

Salary Range: \$xxxxx-xxxxxx depending on experience