

SOUTH SUBURBAN FAMILY SHELTER

Job Description

Title: Development and Communications Director	Department: Administration
Type: Full-Time	Reports To: Executive Director
Classification: Exempt	Supervises: Development Department

Job Summary:

The Development and Communications Director is a member of South Suburban Family Shelter's Development department. The DCD oversees and manages all aspects of SSFS's development, marketing, and communications activities. As a member of the Directors team, the DCD collaborates with the other Directors to maximize the organization's health and highest potential, including cultivating a culture that demonstrates the values of SSFS. The DCD strategically and practically builds and implements a comprehensive and results-oriented development plan that includes traditional and innovative strategies. In addition, the DCD collaborates with the Executive Director, Board of Directors, and Development team to execute, evaluate, and modify the development plan as needed.

Our ideal candidate is dedicated to the mission of SSFS; a confident, supportive leader, manager, and team player; and is comfortable with adapting to change and helping others adapt to change. The candidate possesses strong interpersonal skills that allow the candidate to foster engaging philanthropic relationships and to lead and manage a Development team effectively.

General/Administrative Duties and Responsibilities

- Complete 40-Hour Domestic Violence Training within one year of hire.
- Establish goals for Development department; oversee/guide department's fundraising, stewardship, event planning/execution, volunteering, activities to accomplish goals; evaluate activities and goal attainment and make strategic adjustments to accomplish goals.
- Develop and implement departmental policies, procedures, and practices. Evaluate policies, procedures, and practices at least annually and update/modify as necessary.
- Hire, lead, and manage development staff including actively participating in hiring process; providing regular supervision, support, and training; establishing annual performance goals; conducting annual performance evaluations; providing appropriate recognition; and supporting ongoing professional development of staff.
- Collaborate with Directors team to maximize the organization's health while striving for the organization's highest potential through open, honest discussion; budget creation and revision; creation, revision, and implementation of organization-wide policies and procedures; and strategic planning and implementation.
- Create, maintain, and provide fundraising reports to Executive Director and Board of Directors.

- Participate in professional development trainings to enhance knowledge of nonprofit administration and fundraising, marketing, and communications theories and strategies as approved by Executive Director.
- Attend and actively participate in Directors meetings.
- Attend mandatory SSFS All-Staff meetings.
- All other duties as assigned.

Development Duties and Responsibilities

- Develop and implement cost-effective, comprehensive, and diversified fund development program that includes individual giving, major gifts, business/corporation giving, in-kind donations, grants from government entities and private foundations, and planned/bequest giving.
- Strategize with Executive Director, Board of Directors, and Development team to implement long-term fundraising strategies such as capital campaigns, an endowment fund, etc.
- Lead development of annual fundraising plan, partnering with Executive Director and Development team; lead implementation of annual fundraising plan, partnering with Executive Director, Development team, and Board of the Directors.
- Manage prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure new donors.
- Develop and execute strategies for existing donors to effectively move them through a meaningful cycle of giving.
- Oversee grant proposal development and submission process, ensuring that proposals, reports, and other documents are well written, strategic, and submitted on schedule.
- Direct production of direct mail appeals, including planning timing of appeals and writing appeals.
- Oversee management of gift processing and donor acknowledgement, donor database, and fundraising reporting in conjunction with Executive Director and Development team to improve tracking and stewardship of monetary and in-kind donations.

Marketing/Communications Duties and Responsibilities

- Develop a comprehensive marketing and communications plan to promote SSFS to potential and current donors and to maximize public awareness of agency's mission, accomplishments, goals, and development activities.
- Coordinate wording, design, and distribution of marketing and communications materials, including print, electronic, and social media, in conjunction with other departments as needed and monitor for adherence to branding guidelines.
- Clearly articulate and promote messages that advertise compelling cases of support to enhance development efforts.
- Shape, manage, and drive implementation of campaigns to enhance public relations, brand awareness, and philanthropic support for agency; collaborate with other departments as needed.

Qualifications

- Bachelor's degree required; Master's degree preferred
- CFRE certification preferred
- Proven track record of raising funds from diverse sources, successfully managing campaigns, and engaging community support
- Minimum of 5 years of increasing responsibility in non-profit fundraising
- Excellent leadership and managerial skills, including at least 3 years of previous experience successfully leading and managing development staff
- Excellent written and verbal communication skills and strong interpersonal skills
- Experience in donor cultivation and stewardship, grant writing and contracts management, volunteer management, and special events
- Knowledge of and connections to philanthropic community in Chicagoland area, including south suburbs
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Strong critical-thinking and problem-solving skills
- Ability to work independently and as a team member
- Must have reliable transportation, proof of insurance, and valid driver's license
- Must be able to operate general office equipment and be familiar with Microsoft Office
- Must be able to stand/walk for periods of time and lift up to 25lbs
- Ability to handle sensitive information in a confidential manner
- Ability to adhere to and demonstrate the values of SSFS

Compensation and Benefits

Compensation is commensurate with experience. The compensation range for the position is \$65,000-\$75,000. SSFS offers benefits including holidays; PTO; medical and dental insurance; short-term and long-term disability; and the ability to contribute to a 403(b) plan. This position is also eligible for Aflac benefits such as telemedicine, dental, vision, short-term disability, etc.

If you are interested in applying for the position, please email your cover letter and resume to Jennifer Gabrenya, the Executive Director of SSFS, at jgabrenya@ssfs1.org.

SSFS is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other characteristic protected by law.

For more information about South Suburban Family Shelter, please visit our website at www.ssfs1.org.