



Position Title: Director of Development and Communications
Exempt/Non-Exempt: FT Exempt
Title this Position Reports to: Executive Director

Job Details:

Strategic

- Oversee the development and implementation of philanthropic and communications strategies for Dee Norton that leverage our unique strengths and are consistent with the core values of Dee Norton. These strategies will achieve the organization's goals for charitable contribution revenue, donor engagement, and overall brand recognition.
- Monitor and evaluate the performance of all Dee Norton activities in communications and fundraising, including growth in revenues, acquisition and retention of donors and brand recognition.
- Provide leadership on best practices and professional standards related to development and communications and recommend policies to ensure professionalism and quality of the programs.

Fundraising

- Establish and meet short and long range goals for funding.
- Work with the Donor Relations Manager to identify, cultivate, solicit and steward key donors (individual, foundation and corporate) with input from the Development Coordinator, Executive Director, Board and other key volunteers.
- Oversee the Development Coordinator to develop and execute successfully funding-related projects and fundraising events.
- Enlist support from staff and members of the Board of Directors to identify needs and funding opportunities.

Communications

- Oversee the Communications Coordinator to develop and promote the effective integration of brand-management, communications, marketing, and fundraising messages and activities across Dee Norton.
- Represent Dee Norton at community functions.
- Speak on behalf of Dee Norton at public functions.

Supervisory Responsibilities

- Hire, develop, motivate, mentor, evaluate, and retain staff.
- Build a department with high morale and an excellent reputation within the organization.
- Oversee accurate recording of all charitable income and its sources.
- Provide transparency into departmental performance through metric-based performance analysis.

Other Responsibilities

- Embody and lead Dee Norton's Vision, Mission, and Core Values.
- Act as a member of the Leadership Team.
- Identify and attend appropriate training workshops and conferences.
- Ensure direct supervisor and/or the Executive Director is knowledgeable about any issues that impact the safety and management of Dee Norton.
- Attend departmental and organizational meetings.

- Meet any other needs as identified by the ED and/or Leadership Team.
- Abide by federal and state confidentiality and privacy requirements, as well as all Dee Norton Policies and Procedures.

Requirements:

Background Experiences

- BA Required
- Minimum of five (5) years of fundraising (including proven performance in significant foundation, capital campaign and/or other high-level donor fundraising.) preferred.
- Knowledge of current trends in the development of annual campaigns (direct mail, online giving events, etc.) and social media desired.
- Minimum of three (3) experience supervising staff preferred.
- Prior experience working with children's issues, health care and/or advocacy fundraising preferred.

Knowledge, Skills and Abilities (KSAs)

- Strong knowledge of principles, ethics and practices of successful fundraising
- Interest, enthusiasm, and affinity for fundraising and working with people.
- Significant experience with Raiser's Edge/NXT
- Computer literacy and proficiency with knowledge of Excel, Word, Access, Outlook and PowerPoint necessary, with experience with fundraising databases required
- Demonstrated superior supervisory skills.
- Ability to develop and manage budgets and prepare financial reports.
- Ability to professionally handle highly confidential information.
- Demonstrated ability to excel in: interpersonal and intercultural communication skills, written skills, oral communication and public speaking.
- Ability to relate professionally at all times and to maintain relationships with significant and influential individuals.
- Ability to solicit gifts.
- Strong organizational skills with a demonstrated ability to manage projects and events from conception through completion.
- Ability to work well in multicultural teams and with diverse constituencies.

Competency Profile/Core Values Alignment

- Ability to work as a team member with a strong commitment to collaborative work with both internal and external partners.
- Demonstrated ability to establish and promote positive relationships, and actively contribute to creating a highly cooperative work environment.
- Possess strong leadership and coaching skills
- Desire to continually improve and increase individual and organizational capacity.
- Ability to provide a clear and consistent vision, including aligned goals and objectives to the staff.
- Support, mentor and empower professional growth and development in co-workers, partners and staff through open and direct communication.

Physical Requirements:

In this position an employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

Employee Conduct:

It is the responsibility of every employee at Dee Norton to contribute to a positive work environment through: teamwork, positive, honest and effective communication, and professional interactions with co-workers, volunteers, clients and community partners.