



## Job Description

<b>POSITION TITLE</b>	Development & Communications Director	<b>REPORTS TO</b>	Executive Director
<b>JOB STATUS</b>	Full-Time Exempt Salary Range: \$75,000 – \$80,000	<b>LAST UPDATE</b>	September 2024

<b>POSITION SUMMARY</b>	<p>The Development and Communication Director works in collaboration with the Executive Director to lead the organization’s fundraising, external communications, and marketing initiatives. This position manages the Development and Communication Coordinator and supports the Executive Director in organizational fundraising and donor engagement efforts. This position works to increase and diversify funding while elevating the organization’s brand recognition and visibility at the community level.</p> <p>The Development and Communication Director works in collaboration with the Senior Connection leadership team, Board of Directors, Ambassador Committee, Annual Fundraising Committee, Legacy Society Committee, and development and communications staff to accomplish the goals of the organization. This position is an integral part of the Senior Connection’s commitment to promoting health, encouraging engagement, and supporting independence for all Blaine County seniors.</p>
<b>ENTRY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree or at least four years of equivalent development and communications experience</li> <li>▪ Management or leadership experience preferred</li> <li>▪ Experience planning, managing, and organizing events, including working with volunteers and community partners preferred</li> <li>▪ Must have exceptional writing, interpersonal, and human relations skills</li> <li>▪ Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency</li> <li>▪ Must have a collaborative work ethic and maintain confidentiality</li> <li>▪ Ability to analyze problems and solve them using good judgment and resourcefulness</li> <li>▪ Experience and proficiency with technology and database management</li> <li>▪ Familiarity with WordPress, Canva, Adobe, CRMs (Daxko)</li> <li>▪ Ability to respond to safety and emergency situations</li> </ul>
<b>GENERAL RESPONSIBILITIES</b>	<p><b>Annual Giving</b></p> <ul style="list-style-type: none"> <li>▪ Work closely with the ED to develop and execute the annual fundraising plan including all major appeals and fundraising events</li> <li>▪ Administer signature fundraising and donor stewardship events</li> <li>▪ Oversee and create the annual development budget and monitor expenses throughout the year</li> <li>▪ Work closely with the ED to help donors accomplish their philanthropic goals and ambitions through a relationship with the Senior Connection</li> <li>▪ Writes, reviews, modifies, approves, and submits final grant applications and grant reports</li> <li>▪ Leads all major donor mailings in partnership with the Development and Communications Coordinator</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Manages all internal and external communications, website, marketing, PR, social media, and video production, including design for all appeals, annual reports, marketing pieces, etc.</li> </ul> <p><b>Building and Managing Relationships</b></p> <ul style="list-style-type: none"> <li>▪ Maintain long-term relationships with existing donors, and identify and build relationships with new prospective donors</li> <li>▪ Develop, implement, manage, and assess a comprehensive donor relations plan, in conjunction with the ED and Development and Communications Coordinator, to support the organization’s fundraising efforts, including calendaring annual interactions with major donors and ED, responding to donor concerns and/or requests, gift acknowledgments, program information, and stewardship</li> <li>▪ Establishes and maintains contacts with media representatives and submits press releases and ads</li> <li>▪ Establishes and maintains relationships with municipalities and community organizations and utilizes relationships to strategically enhance our mission, programs, and services</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Take detailed minutes of all committee meetings, including Board of Directors’ Meetings, Ambassador Committee Meetings, Legacy Society Meetings, Annual Fundraiser Meetings</li> <li>▪ Supervises and supports the Development and Communications Coordinator, fostering the next generation of fundraising leaders</li> </ul>
<b>ADDITIONAL RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>▪ Engages and builds relationships with Senior Connection members and clients</li> <li>▪ Ability to attend trainings and meetings as required even if scheduled outside normal working or regular scheduled hours</li> <li>▪ Works productively and demonstrates responsible actions by consistently performing duties in a safe and conscientious manner within the agreed-upon timeframe</li> <li>▪ Follows standards, policies, and procedures; is reliable and consistently punctual; actively and appropriately participates in staff meetings</li> <li>▪ Maintains current CPR/AED certification</li> </ul>
<b>WORKING CONDITIONS</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>▪ Ability to work more than a 40-hour week with irregular work hours</li> <li>▪ Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations</li> <li>▪ Ability to stand or sit while maintaining alertness for several hours at a time</li> <li>▪ Position may require reaching, bending, leaning, kneeling</li> <li>▪ Ability to speak concisely and effectively communicate, including answering the telephone using a computer</li> <li>▪ Must be able to lift, push, and pull up to 50 pounds, including set-up and take down of tables, chairs, and other event equipment</li> </ul>