



POSITION PROFILE

Job Title: Development & Communications Director

Reports To: Executive Director

FLSA Status: Full-time, Exempt

POSITION SUMMARY

Family Promise of Wake County, Inc. seeks a high energy and experienced development and communications professional to join our active and passionate team. In partnership with the Executive Director, the Director is responsible for planning and executing comprehensive fundraising strategies, deepening current funding relationships and securing new funders. This position has the potential to grow into Chief Impact Officer.

FAMILY PROMISE OF WAKE COUNTY

Family Promise of Wake County is transforming the lives of families at risk of and experiencing temporary homelessness by providing families with support services and moving them into safe, affordable, permanent housing. Each year 5,500 Wake County individuals experience homelessness, including nearly 4,000 children who will not have a place to call home at some point during the school year. Since 1993, Family Promise of Wake County has provided services to nearly 2,000 Wake County families. With the expertise of staff, assistance from more than 2,000 volunteers and support from 50 partner congregations, Family Promise helps families maintain or regain their independence through shelter, meals, case management and educational services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising

- Create and oversee the implementation of a strategic overall fundraising plan
- Serve as staff liaison to the PR/Fundraising Committee and other committees as assigned
- Cultivate and steward donors by producing specialized correspondences, preparing letters of acknowledgement
- Implement and maintain an active schedule of cultivation and solicitation meetings with current and prospective faith-based, corporate, foundation, government and individual donors
- Organize individual donor campaigns including annual donors, direct mail and Board of Directors
- Solicit and nurture partner host congregations
- Utilize social media, online giving and sustainer giving to secure increased support
- Maximize current donor relationship management system, manage database and generate queries, reports, exports and any other data as needed
- In concert with the Executive Director, conduct prospect research, proposal development, writing and grant reporting when needed

Social Media and Community Management

- Continue to grow our social media presence on a variety of platforms that promote and recognize agency programs, resources needs, successes and volunteers
- Manage new database to track volunteers, their interests and availability
- Manage website portal for volunteer opportunities
- Serve as staff liaison to the Congregational Care Board Committee to assist with recruitment and retention of current and new host congregations
- Communicate with staff to assess resources needs and specific program involvement for current and potential stakeholders
- Attend volunteer recruitment fairs and recruit corporate volunteer groups
- Design and lead volunteer recognition and appreciation events

Additional Responsibilities

- Be visible in the community as an advocate for the agency
- Coordinate and provide logistical support for tours, programs, and events
- Participate in public presentations, events and other opportunities to engage the community
- Other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

Education and Experience

- Four-year college degree or higher
- A minimum of three years of experience as a development professional for a nonprofit organization
- Experience in website management
- Proven track record of successful solicitations of individuals, corporations and foundations
- Experience in event management and solicitation of sponsorships
- Experience working with volunteer boards and board committees
- Experience with using Canva, Salesforce, PayPal, GiveGab and/or other donation platforms
- Strong communication, writing, editing and proofreading skills
- Proficiency in Microsoft Office and Google Suite
- Fluency in Spanish a plus
- Valid North Carolina Driver's License, satisfactory driving record and proof of car insurance

Knowledge and Ability

- Ability to utilize principles of interpersonal relationships as it relates to customer service and teambuilding
- Interact effectively with a wide variety of people in a multitude of social settings
- Effectively present information and speak before board members, groups of employees, prospective donors, outside consultants and respond to questions/comments from the same
- Work independently and be a self-starter
- Ability to plan, organize, multi-task and give attention to detail

Working Hours and Conditions

- Must be willing to work flexible hours, including holidays
- Flexible - requires a combination of remote, office-based and community-based duties for meetings, events and service delivery
- Occasional evening and weekend hours required
- Potential exposure to blood borne and/or airborne pathogens

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee must be able to sit for long periods of time, stand, walk, and occasionally lift and/or move up to 25 pounds and occasionally roll or move up to 50 pounds. The employee will work on a computer and simultaneously use the telephone and must have good hand/finger dexterity. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It is the policy of Wake Promise of Wake County to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

SALARY & BENEFITS

Salary commensurate with experience, Range \$50,000 - \$65,000. Excellent benefits package including 100% employer covered health and dental premiums for employee and dependents and a 401K opportunity available with employer match and profit sharing after one year of employment. Open PTO policy after three months of employment.

APPLICATION PROCESS

Please respond with your letter of interest detailing your experience with generating funding for a nonprofit organization, your resume, your minimum compensation requirements and a grant writing sample to: execdir@familypromisewake.org. For more information on Family Promise of Wake County, please visit our website at www.familypromisewakenc.org.

Review of candidates will begin immediately and continue until the position has been filled.

Updated February 2023