Job Title:	Director of Development & Communications
Reports To:	Chief Executive Officer
Work Schedule:	Full-Time
Level/Salary Range:	

Job Description

SUMMARY

The Director of Development & Communications is responsible for leading and advancing Calm Waters' fundraising, donor engagement, stewardship, grant development, and communications strategies. This position leads the organization's philanthropic growth, cultivating strong relationships with donors, foundations, corporations, and community partners to secure the resources necessary to fulfill Calm Waters' mission.

This position manages fundraising development, including annual giving, major gifts, grants, sponsorships, donor stewardship, and fundraising events. This position also provides leadership and supervision to the Lead Communications & Events Coordinator, ensuring all marketing, communications, public relations, and fundraising event efforts align with organizational goals and support development initiatives.

Essential Duties & Responsibilities:

- Supervises, mentors, and evaluates the Lead Communications & Events Coordinator.
- Provides strategic direction and oversight for all communications, marketing, public relations, community engagement, and fundraising event activities.
- Ensures communications and events effectively support fundraising objectives and organizational priorities.
- Establishes annual goals, work plans, and performance expectations for the communications and events function.
- Fosters collaboration between development, programs, administration, and external stakeholders.
- Oversees the development and execution of the organization's communications and marketing strategy.
- Reviews and approve key communications materials, including newsletters, annual reports, campaign materials, social media content, website messaging, and donor communications.
- Ensures consistent branding and messaging across all platforms and public-facing materials.
- Supports community outreach efforts that increase awareness, engagement, and support for Calm Waters.
- Serves as an ambassador for the organization through community presentations, meetings, donor visits, and public events.
- Provides strategic leadership for fundraising and donor engagement events, including sponsorship development, fundraising strategy, and revenue generation.
- Oversees event planning and execution through the Lead Communications & Events Coordinator.
- Evaluates event performance and identify opportunities to increase fundraising success and community engagement.
- Submits grant applications, as well as identifies new grant opportunities for the agency.
- Leads preparations for United Way allocated funding applications, data prep and analysis.
- Responsible for the maintenance of the donor database
- Responsible for timely acknowledgment of giving, as well as reminders of pledges or other gifts.
- Oversees the organization's website, ensuring content is up to date, relevant and user-friendly.
- Attends, participates and speaks at appropriate meetings and events in the community to raise awareness of the organization, including United Way rallies
- Provides agency tours to community groups, donors and volunteers.

ADDITIONAL SKILLS AND ABILITIES REQUIRED

- Exceptional written, verbal, presentation, and interpersonal communication skills.
- Demonstrated success in grant writing, donor relations, and nonprofit fundraising.

- Strong leadership, project management, and staff supervision skills.
- Ability to build and maintain relationships with diverse stakeholders.
- Knowledge of donor database systems and fundraising best practices.
- Proficiency in Microsoft Office Suite, donor management software, and communication platforms.
- Strategic thinker with the ability to balance long-term planning and day-to-day execution.
- Ability to work independently while fostering a collaborative team culture.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Nonprofit Management, Communications, Public Relations, Marketing, Business Administration, or a related field.
- Minimum of five years experience in nonprofit fundraising, donor development, grant writing, or advancement.
- Minimum of two years of leadership experience.
- Demonstrated success securing grants, cultivating donor relationships, and achieving fundraising goals.

ADDITIONAL JOB REQUIREMENTS

- Must successfully clear a background check.