



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

Benefits:

Calm Waters is focused on its employees' health and well-being. We offer:

- 100% paid health, dental, vision and life insurance for employee; families may be added for an additional cost to employee
- Flexible work environment
- Office closes at 12:30 on Fridays
- Three weeks PTO first year
- 401(k) match after first year

Job Description

SUMMARY

The Director of Development and Communications is a pivotal leadership role within Calm Waters, responsible for overseeing and executing our strategic development and communications initiatives. This position plays a crucial part in driving the organization's mission forward by fostering robust relationships with key stakeholders, including donors, community partners, and volunteers. The ideal candidate will be adept at crafting compelling narratives that resonate with diverse audiences. By collaborating with the executive team, the Director will lead efforts to increase fundraising revenue, enhance visibility, and expand our community outreach. In addition, this role entails developing and implementing a comprehensive communications strategy that aligns with organizational goals and amplifies our impact in the community. The Director will also oversee grant writing, donor stewardship, and event planning. This is an exceptional opportunity for an individual who is passionate about driving social change, has a proven track record in development and communications and enjoys working as part of a dynamic, collaborative team.

Responsibilities

Essential Duties & Responsibilities:

Fundraising Duties

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Submit grant applications annually, as well as identify new grant opportunities for the agency.
- Lead preparations for United Way allocated funding applications, data prep and analysis.
- Responsible for the planning and execution of fundraising events such as "Under the Big Top" and "Ripples of Hope,"
- Identify and develop new individual, corporate, and foundation prospects.
- Responsible for the maintenance of the donor database
- Responsible for timely acknowledgment of giving, as well as reminders of pledges or other gifts.
- Acts as staff liaison to the board's development committee and ensures regular reporting and communications with board and community volunteers.

Marketing and Communications Duties

- Develop and publish consistent communications, including e-newsletters, web content, social media, written materials, impact/annual reports, brochures, flyers, invitations and other external communications.

- Execute media plan to generate publicity and strong relationships with local media, including newspaper, television and radio stations.
- Develop branded presentations for use in promoting the organization at speaking engagements.
- Manage relationships with external vendors for the design, production and printing of marketing, fundraising and promotional materials.
- Oversee the organization's website, ensuring content is up to date, relevant and user-friendly.
- Oversee and manage the organization's social media accounts and promotions, including messaging and measurement.
- Attend, participate and speak at appropriate meetings and events in the community to raise awareness of the organization.
- Provide agency tours to community groups, donors and volunteers.
- Acts as staff liaison to the board's PR/Marketing committee and ensures regular reporting and communications with board and community volunteers.

ADDITIONAL SKILLS AND ABILITIES REQUIRED

- Demonstrates excellent verbal and written communications and presentation skills.
- Must be knowledgeable and proficient with Microsoft Office Suite and Canva
- Must be an innovative self-starter searching for ways to enhance funding and awareness of Calm Waters.
- Demonstrates leadership abilities and strong organizational skills.
- Ability to work as a cooperative and supportive team member.
- Ability to communicate effectively with peers, volunteers and other stakeholders.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree in Nonprofit Management, Journalism, Public Relations, Communications, Business, Marketing or a related field. Experience (2-4 years minimum) in nonprofit funding required. Five years of relevant experience in nonprofit fundraising will be considered in lieu of degree.

All employees must successfully clear a background check.