



ANGELIC ORGANICS LEARNING CENTER JOB DESCRIPTION

POSITION TITLE: Director of Development & Communications
REPORTS TO: Executive Director
DEPARTMENT: Development & Marketing
POSITION STATUS: FT
FLSA STATUS: Exempt
LAST REVISED: 5/13/19

POSITION SCOPE

The Director of Development & Communications (Director) is accountable for providing leadership and management in the creation and implementation of Angelic Organics Learning Center (AOLC) development and communications strategies, policies and programs. The Director delivers outcomes that convey the AOLC brand to the community and that grow and diversify the donor base, individual giving/major gifts, and related programs.

The Director supervises the AOLC Grant Manager and oversees the growth and maintenance of the grant portfolio. The Director educates, collaborates, and coordinates the involvement of the AOLC Board of Directors, volunteers and staff in achieving annual development and communications goals.

DESCRIPTION OF SUPERVISORY RESPONSIBILITY

This position supervises one direct report, the Grants Manager.

ESSENTIAL JOB FUNCTIONS include the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provide leadership, oversight and planning for major fall dinner and other special fundraising events (25%).

Raise the visibility of the Learning Center's brand and increase engagement of key audiences by developing and implementing annual and long-range development and communications strategies and plans. (20%).

Manage the major gifts program, planning major-donor cultivation and recognition events and communicating/meeting one-on-one with existing major donors and prospects (20%).



Provide leadership and oversight of the existing grant portfolio and new grant pipeline. (10%)

Manage individual giving programs, including annual campaign, direct mail/ social media appeals, prospect pipeline, and online giving (10%).

Develop, implement and manage departmental goal/work plan, budget and evaluation system (10%).

Assist in building strategic relationships and other duties as assigned (5%).

EDUCATION and EXPERIENCE

An equivalent combination of education, training and experience will be considered.

Four-year college degree required and a minimum of five years of experience in nonprofit organizations; at least three years of demonstrated success in creating and leading resource development programs, including experience in a leadership role coordinating resource development volunteer and staff teams.

Demonstrated success in individual giving and major donor programs.

Progressive, effective development experience including foundation and corporate grant writing, annual fund development and special gifts programs (major and planned).

Demonstrated success in major event planning and special events.

Experienced in designing and executing communication and social media strategies and plans.

Applicable work experience in managing staff, budgets and systems.

Competent in best practice standards within the field of fundraising. and communications.