

## Director of Development

**ORGANIZATION:** Episcopal Community Services, Inc.

**CATEGORY:** Fundraising and Fund Development

### **ORGANIZATION SUMMARY:**

Episcopal Community Services (ECS) is a statewide, comprehensive social service organization celebrating 45 years of non-sectarian services to people of diverse cultures. ECS offers programs that holistically address individual and family barriers in the areas of housing, employment and family life. Through partnerships with program participants, other social service agencies, congregations and community-based volunteers; ECS provides opportunities to those struggling to find long-term stability, so that they may lead lives they define as more manageable and fulfilling.

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**JOB TITLE:** Director of Development

**LOCATION:** Twin Cities Metro

**TYPE:** Full Time / 40 hours    **DEADLINE:** 6/15/09

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

A. Function: Internal and External Communications

Goal: To coordinate the visual and written presentation of ECS agency-wide, such that a consistent, positive organizational identity is presented to the public. To build an internal and external communications program to ensure that information is regularly gathered and shared throughout the agency and beyond, as appropriate.

Responsibilities:

- ▶ Oversee any changes to ECS corporate identity, stationery and the development of new print materials. Develop and communicate standards for appropriate usage of the ECS logo and tagline.
- ▶ Oversee all design and distribution of promotional items featuring the ECS identity, including newsletters, signs, mugs, the ECS web site and other promotional collateral.
- ▶ In close collaboration with the Executive Director, Senior Management team, legal counsel, and the Board President, play a key role in the development and implementation of a Crisis Communications Plan.

B. Function: Fund Development

Goal: In close collaboration with the Executive Director, the Senior Management Team, and the Board of Directors, oversee a comprehensive annual fundraising program. To fulfill a key role in the achievement of the agency's strategic objectives: the achievement of a breakeven budget and a solid, diverse funding base for the long-term fiscal health of the organization.

Responsibilities:

- ▶ Develop a comprehensive development plan to ensure that annual fundraising goals are met in all categories—individuals, churches, corporations/ foundations, and the United Way. Oversee the research and cultivation of new funding sources in all giving areas and in support of all agency programs.
- ▶ Participate in the research and solicitation of fees for service and government-funded contracts, as appropriate to agency goals.
- ▶ Oversee the cultivation of positive relationships with corporations, foundations, and the United Way. Oversee the writing, editing, and submission of all grant proposals, reports and acknowledgements to corporations and foundations.
- ▶ In close collaboration with the Development Team, play a key role in the development of Membership and Church Sponsorship Campaigns. Oversee the development of all fundraising tools.
- ▶ Coordinate the planning, implementation, and evaluation of an effective individual giving plan which appropriately engages the Development Team, the Executive Director, Board, Staff and others, on behalf of ECS.
- ▶ Oversee the comprehensive Membership Program, including all individual donors, annual fund, monthly giving, honor/ memorial, and planned giving programs. Ensure appropriate publicity and recognition for these endeavors.
- ▶ Write grant proposals and supporting documents to foundation and corporate entities that match the interests and programs of the agency.

► Regularly evaluate fundraised dollars against annual goals. Communicate status internally and to the Board, and make adjustments to strategies as necessary.

C. Function: Marketing of Agency and Its Programs

Goal: To provide comprehensive marketing and promotional support for the growth of the agency and its programs. To create and maintain high quality print, video and electronic resources to tell the ECS story in an informative, engaging, and compelling manner.

Responsibilities:

- Oversee the development of visual, print and multimedia displays in diverse formats for events, conferences, and special promotions.
- Assist with the implementation of exceptional customer service strategies agency-wide. Oversee the training of ECS personnel in community and customer relations.
- Represent the agency to external constituencies, including public presentations.

D. Function: Community Relations/ Events

Goal: In close collaboration with the Executive Director, the Development Team and the Board of Directors, this position oversees and directs all agency events and public relations activities.

- Oversee agency events planning, including promotion and evaluation.

E. Other duties as assigned to meet the needs of the agency.

**EXPERIENCE AND QUALIFICATION REQUIREMENTS:**

1. Bachelor's degree or equivalent experience required, with 5+ years of successful professional nonprofit fundraising experience.
2. Strong computer skills. Proficient in Microsoft Office applications including Word, Excel, and Outlook. Experience with Results Plus! or similar development software is strongly preferred.
3. Excellent customer-service, communication, public relations, and relationship building skills. Ability to work cooperatively and collaboratively with all levels of staff.
4. Must have the ability to act independently and exercise professional judgment with minimal supervision.
5. Excellent written and oral communication skills, presentation and public speaking skills.
6. Ability to plan, prioritize, write and execute multiple grant submissions and other fundraising strategies simultaneously and on an on-going basis.
7. Ability to work well under pressure and to meet strict guidelines and time frames is required.
8. Expertise in project management, documentation and record keeping. Special events coordination a plus.
9. Self-starter, dependable, conscientious, strong attention to detail, initiative, self-motivation, and follow-through.
10. Discretion and good judgment in handling sensitive and/or confidential information and situations.

**HOW TO APPLY:**

Applicants should submit a cover letter, resume, and salary expectations, by email or fax to:  
Helen Lockhart, Interim Executive Director  
Episcopal Community Services, Inc.  
hlockhart@ecsmn.org. or 612-874-9802 (fax)