

Position Title: Director of Development & Communications (Full-Time)
Reports to: Executive Director
Hours: 40/week, Exempt
Location: San Luis Obispo County
Salary: \$62,000/year
Apply By: Position is open until filled.

Please submit a resume and a cover letter electronically to HR@StandStrongNow.org. NOTE: Please put "Director of Development & Communications" in the email subject line. No calls, please. Submissions will be reviewed on an ongoing basis until the deadline. Visit www.StandStrongNow.org to learn more about us.

Purpose and Responsibilities

This employee is responsible for overseeing the development and communications functions of Stand Strong. This is a full-time, exempt position, reporting to the Executive Director.

Job Duties include the following:

Development

- Implement a comprehensive fundraising strategy for the organization, (including benchmarks for success) that encompasses but is not necessary limited to government, business, and individual support in the form of grants, fundraising events, in-kind donations, and cash donations, including major gifts.
- Identify, educate, cultivate, and solicit individual, foundation, corporate, and in-kind prospects to support program, endowment, and operating goals.
- Plan and oversee the implementation of special events and public information activities for the promotion and advancement of Stand Strong's mission and goals.
- In collaboration with the ED, develop, implement, and monitor progress toward long- and short-term fundraising strategy and goals including major giving, grants, special events, direct mail appeals, on-line giving, and corporate partnership and volunteer initiatives.
- Increase and diversify revenue streams (foundations, individuals, corporations, government agencies, crowdfunding, etc.) to help build programmatic and organizational capacity.
- Develop and implement strategies for the identification, cultivation, and solicitation of individual donors.
- Research and identify public and private grant sources of restricted and unrestricted funding. Develop proposals in partnership with appropriate staff, and execute and archive all proposals with a long-term, relationship-management approach.
- In collaboration with the Grants & Data Coordinator and other appropriate staff, ensure the timely submission of updates and reports to corporate, foundation, individual, and government funders.

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- Work with administrative and financial staff to ensure development records are reconciled with accounting records, timely acknowledgments are sent, and donor and prospect files and database are maintained.
- Create and execute cultivation and stewardship events.
- Work with Board members and other volunteers to design and execute fundraising events annually.

Communications

- Develop and implement an integrated strategic communications plan (including benchmarks for success) to advance Stand Strong's brand identity, broaden awareness of its programs and priorities, and increase the visibility of its programs across key stakeholder audiences.
- Oversee development of all Stand Strong print communications including the annual report, newsletters, marketing collateral materials, and electronic communications, including website and social media platforms (e.g., Facebook, Instagram, Twitter, etc.).
- Prioritize media opportunities and prepare talking points, speeches, presentations, and other supporting material as needed.
- Actively engage, cultivate, and manage press relationships to ensure coverage surrounding Stand Strong's programs, special events, public announcements, and other projects.
- Lead the generation of online content to engage various audience segments that results in measurable action. Decide to whom, where, and when to disseminate.
- Oversee staff and interns responsible for Stand Strong's website administration and coordination to ensure that new and consistent information (e.g., article links, stories, and events) is posted regularly in line with strategic priorities.

Other

- Supervise Development and Communications staff, supervise interns as needed, and lead the Development and Communications Department.
- Collaborate with appropriate staff to ensure coordination of outreach and volunteer opportunities, to include coordination of staff participation in community events, awareness month activities, and cross-agency trainings.
- Serve on internal and external task forces and committees as requested by Executive Director.
- Attend internal and external meetings as required, including all-staff and supervisors' meetings.
- Additional tasks as identified.

Key Characteristics:

- Compassionate, empathetic, non-judgmental.
- Excellent oral and written communication skills.
- Able to work independently.
- Able to handle sensitive issues with discretion and confidentiality.
- Demonstrated cultural competency in dealing with diverse populations.
- Works closely, cooperatively, and collaboratively with others.
- Strong work ethic and commitment to the organization's mission and vision.

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- High level of initiative and reliability.
- Enjoys problem-solving and is willing to find creative solutions.
- Open to acquiring new expertise and skills.
- Observant and able to anticipate and respond quickly to needs of clients and staff.
- Enjoys problem-solving and is willing to find creative solutions.
- Adapts to and works effectively in a variety of situations.
- Ability to learn new technologies and software.
- Acts on and makes timely decisions, takes responsibility for own results, and maintains a professional image.
- Strong planning and organizational skills, as well as the ability to manage multiple tasks, meet deadlines and respond to changing priorities.

Qualifications

- Proven track record of non-profit fundraising experience.
- Demonstrated success cultivating individual donors and soliciting major gifts.
- Experience with grant research and writing.
- Demonstrated success with managing donor relationships.
- Proficiency with fundraising and communications software. Experience with Little Green Light a plus.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Fluency in English, with fluency in Spanish preferred.
- Bachelor's degree in relevant field; Master's preferred.

Requirements

- Must satisfactorily pass a background check (paid for by employer).
- Completion of Stand Strong's 40-hour DV training program, to be initiated as soon as possible upon employment.
- Some nights and weekends will be required.

Stand Strong's Core Values:

1. **Safety:** We claim an atmosphere of emotional, verbal, and physical nonviolence in our workplace and in our programs.
2. **Integrity:** We act with honesty and transparency in all that we do in order to foster collaboration, trust and sustainability.
3. **Confidentiality:** We believe in the importance of protecting private information.
4. **Survivor-centered:** We hold survivors, their strength and their resilience at the core of all we do.
5. **Empowerment:** We stand with our clients; we do not act or speak for them. We serve them as advocates.
6. **Diversity:** We value inclusion and acknowledge that everybody is different and important. We treat every individual with respect and kindness.
7. **Respect:** We act with professionalism, courtesy, and fairness to empower our

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clients, our community partners, each other and ourselves.

Please Note

Stand Strong is an equal opportunity employer (EOE). This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the “at will” status of employment at Stand Strong.

Some amount of stooping, kneeling, bending, lifting, walking, carrying, and other movements may be required. The position will require extended periods of time sitting and working on a computer keyboard that will involve extensive wrist and hand movement. The employee will be required to perform these movements without risk of injury to themselves or others, or to demonstrate how they can perform the essential functions listed above.

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