



Director of Development & Communications

Salary: 50K - 65K, commensurate with experience.

Reports to: Executive Director

Supervises: Development Associate (to be hired)

GENERAL SUMMARY

Full-time position that works closely with the Executive Director and Board of Directors to design, implement, manage, and expand the fundraising and communications activities of Grace at the Green Light in order to cultivate and steward a strong and diverse base of supporters.

RESPONSIBILITIES (in close collaboration with Executive Director & Board Development Chair)

Development:

- Implement a multi-year strategic plan for resource development, focused on increasing revenue from all sources including: foundations, corporations, government, major and planned giving, special events, and digital (email, website, social media, peer-to-peer).
- Oversee the identification, cultivation, and procurement of grants from (1) local and national foundations and corporations and (2) government sources.
- Oversee major donor cultivation and stewardship efforts, including regular phone calls, mailings, and visits to targeted prospects, resulting in increased major donor giving.
- Ensure the timely and accurate acknowledgement of all monetary and in-kind contributions, including regular reports to major public and private donors.

Communications:

- Oversee design & copy of marketing materials, including the agency's website, annual report, brochures, quarterly newsletters, email marketing, videos, and social media.
- Establish and/or maintain relationships with local media to expand the organization's visibility for advocacy and exposure.
- Prepare and host regular tours and presentations for donor prospects, community groups, and religious & civic organizations.

Special Events:

- Oversee the planning, coordination, and execution of fundraising events, including but not limited to the Crescent City Classic and GiveNOLA Day.

Volunteer Services:

- Oversee efforts to grow and maintain the agency's volunteer base, including the recruitment and retention of corporations, schools, and groups for service opportunities.

Other:

- Assist with communication and engagement of the Board of Directors.
- Initiate and maintain positive, professional, and mentoring relationships with clients and staff in accordance with Grace at the Green Light's mission and principles.
- Promote a peaceful, healing environment by utilizing principles and practices of trauma-informed care in all aspects of work and client engagement, including crisis prevention, intervention, and de-escalation.

KNOWLEDGE, SKILLS & EXPERIENCE

- Bachelor's Degree with a minimum of 1-3 years of experience in a related field
- Excellent communications and organizational skills
- Proficiency in computer applications: MS Office and Google Suite
- Familiarity with database management

***Please read:**

- **The ideal candidate for this position is someone passionate, intelligent, and mission-driven who lacks management-level experience but is ready for the challenge and opportunity to learn and grow in an impactful role.**
- **This position will benefit from close mentorship and guidance from a Board Development Chair with over 15 years of development experience.**
- **Interested applicants are asked to submit a cover letter & resume - in a single, merged PDF file - to rich@graceatthegreenlight.org.**