

If you are interested, please email your resume to Lupe Rivera, CEO at [lrivera@toberman.org](mailto:lrivera@toberman.org).

<b>Job Description Title:</b>	Development and Communications Director	<b>Position Type:</b>	Full-time (Exempt)
<b>Department:</b>	Administration	<b>Program:</b>	Administration/Program
<b>Department Supervisor:</b>	Chief Executive Officer	<b>Salary Range DOE</b>	\$75,000 to \$90,000

## **POSITION OVERVIEW**

Toberman Neighborhood Center (TNC) seeks a Development and Communications Director to advance our mission. This individual will develop and execute strategic development and communications that effectively communicate the brand of TNC to engage donors, key stakeholders, supporters, and the public. The position is responsible for independently performing a wide range of development and communications tasks and is instrumental in designing, implementing, and guiding a successful and comprehensive fundraising program to financially support TNC's mission. The Director will be responsible for four key areas: (1) donor cultivation and solicitations, (2) increasing revenue through outside grants and sponsorships, and (3) supporting fundraising events and campaigns, (4) Communications and Marketing. This position reports to the Chief Executive Officer and works in collaboration with the Board of Directors.

## **DUTIES AND RESPONSIBILITIES**

### ***Grants/Contracts/Individual Giving (45%)***

- Create, implement, and monitor a development plan and calendar, including individual contributions, grants, government and other institutional funders, corporate sponsorships and co-marketing ventures, special events, and in-kind contributions.
- Prospecting and recommendations for potential Foundation and Corporate partnerships.
- Manages the grant/contracts and database to ensure timely submission of reports.
- Collaborates interdepartmentally to actively identify opportunities to offset operational costs, contribute to affiliate in-kind needs, capture donor data and submit comprehensive proposals.
- Partners with the executive team to set priorities and goals for the department and contribute to the overall strategy to generate revenue, create public excitement for TNC, and advance relationships with key partners.
- Executes year-round strategies to solicit corporate contributions.

### ***Marketing and Communications (45%)***

- Writing and Content Development
  - Leading role in creating and writing marketing content tailored to a variety of media and audiences such as donors and prospects, external partners, and the press.
  - Interview stakeholders to create compelling content, including complex, multi-page reports.
  - Based on the purpose of marketing content, recommend the best vehicles to share content with audiences (e.g., infographics, video, presentation).
- Responsible for all internal and external communications and all marketing, communications, and public relations activities and materials, including publications, newsletters, social media, media relations, client acquisition, etc.
- Coordinates and implements the appearance and promotions of all Toberman Neighborhood Center print and electronic materials such as letterheads, use of logo, brochures, advertising, direct mail, programs, promotions, etc., to create awareness and demand in traditional and targeted markets.
- Website Management: Updates TNC' website content to ensure web content is on-strategy, consistent with corporate identity guidelines, and regularly updated.
- Reviews and edits all communications and marketing communications.
- Performs other related duties.

### ***Events (10%)***

- Designs and executes organizational events.

- Supports in developing steward corporate sponsors through multiple gift vehicles, including event-based sponsorships, restricted giving, and endowment/capital funds.
- Supports in coordinating event logistics – Event set-up/tear-down, layout expectations, equipment needs or rentals, guest speakers and staffing needs, communication with event facility, etc.
- Supports with securing event sponsorships, guest speakers, etc.

## **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the Organization's policies and applicable laws.

## **QUALIFICATIONS**

The successful candidate will thrive as a self-starter in a highly collaborative environment and produce quality, mission-driven results in helping the organization achieve its mission. Qualifications include:

- Minimum of 5 years of results-oriented fundraising and direct development experience.
- Superior leadership, organizational and planning skills.
- Proven record of face-to-face major gift solicitation and success in building positive relationships with a range of donors.
- Bachelor's degree (B.A./B.S.) in a related field or equivalent.
- **\*\*\*Exemplary and persuasive written and oral communications skills.**
- **\*\*\*Excellent grammatical and spelling skills.**
- Demonstrated experience creating, implementing, and managing marketing and communications plans.
- Strong creative, strategic, analytical, organizational, and personal sales skills.
- Experience developing and managing budgets, and hiring, training, supervising, and appraising personnel.
- Experience overseeing the design and production of print materials and publications.
- Ability to manage multiple projects, priorities, and workflow at a time.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Work independently and as a member of various teams and committees.
- Good judgment with the ability to make timely and sound decisions.

## **COMPETENCIES**

- **Strong Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Strong Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Interpersonal Skills**--Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Technical Skills**--Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Analytical**--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Design**--Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- **Problem Solving**--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.
- **Project Management**--Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

## **OTHER CHARACTERISTICS**

- Ability to successfully pass a background check and receive a satisfactory consumer credit report. We will seek an applicant's written consent to obtain a consumer credit report until after a contingent job offer has been made to the candidate.

- Ability to work in a fast-paced, results-oriented office environment while maintaining attention to detail and quality.
- Ability to work independently and as a member of a highly collaborative, integrated team.
- Access to a car, possession of a valid driver's license, and proof of automobile insurance.
- Willingness to work weekends and evenings and travel throughout Los Angeles county as necessary.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear, and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.