



BERKSHIRE SOUTH

REGIONAL COMMUNITY CENTER

15 Crissey Road, Great Barrington, MA 01230

POSITION OPENING

Posting Date: 03/13/2017

Availability: Immediately

Classification: Full Time, Exempt

DIRECTOR OF DEVELOPMENT & COMMUNICATIONS

Position Description:

The Director of Development & Communications is a full-time professional position and is supervised and evaluated by the executive director.

Job Summary:

Leads the organization's process to chart its course in philanthropy, fund development and communications. Guides staff and volunteers to institutionalize philanthropy and fund development within the organization, securing charitable contributions to support mission and vision.

Specific Responsibilities:

Fund Development – shape, manage and drive the implementation of a successful fundraising strategy to support organizational and project development needs, including:

- Fosters a culture of philanthropy throughout the organization, and creates a donor-centered organization that nurtures loyalty through a comprehensive relationship-building program including cultivation and communications.
- Develop and implement cost-effective fund development program involving individuals, businesses and private foundations
 - Assures sound fiscal operation of development function including timely, accurate and comprehensive development of charitable contributions income and expense budgets, reconciliation, reporting, monitoring and implementation
 - Helps board members, chief executive, other fundraising volunteers and staff identify, cultivate and solicit charitable gifts.
 - Solicits contributions on behalf of the organization
 - Assures development, tracking, and writing of foundation, corporate and government grant proposals, and solicitation materials.
 - Assures design and maintenance of donor and prospect records, gift management systems, and informational reports.
 - Assures appropriate prospect research.
- Develop and implement specific campaigns for planned giving, endowments, and other campaign projects
- Direct the production of annual fundraising events and appeals
- Maintain calendars, plans, and marketing material for fundraising events and appeals
- Identify, cultivate, recruit, and organize fund development leaders and volunteers
- Establish recognition and acknowledgements for donors
- Utilize a workflow management system to plan, implement, and evaluate specific fund development programs and campaigns
- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors, and ensures compliance with code of ethical principles and standards of professional conduct for fund development and fundraisers.
- Ensures establishment of and compliance with the organization's own fund development and philanthropic principles, policies and procedures.

- Keeps informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector.
- Appropriately represents the institution, its board and executive director to donors, prospects, regulators, development committee(s) and fundraising volunteers.
- Knowledge of Abila Fundraising 50 software a plus

Communications - shape, manage and drive the implementation of an effective outreach and communication campaign to educate and cultivate community support, including:

- Develop and implement cost-effective marketing and outreach strategies to communicate with a range of constituencies through printed and electronic media
- Oversee the production of the program and services catalog
- Manage the communication and outreach across all departments of the organization
- Oversee promotional pieces, press releases, publications, videos, exhibits, and printed materials
- Update and maintain organization's website, on-line publications, and social media

Additional Responsibilities:

- Serves as part of the senior management team, working to ensure organizational health and effectiveness.
- Participates with the executive director, staff, and board in defining the organization's values, mission, and vision, and ensuring organizational health and effectiveness.
- Provides vital input in short- and long-term strategic and operational planning and positioning within the organization.
- Helps leadership identify and address organizational development issues that challenge and support health and effectiveness in general, and fund development specifically.
- Serves as an organizational ambassador, nurturing community relationships and identifying individuals for board candidacy.

Skills and Qualifications:

- Demonstrate excellence in comprehensive organizational, managerial, and communication skills
- Excellent written and verbal communications skills
- Ability to manage timelines and project budgets effectively
- Ability to direct and motivate staff
- Marketing and financial management experience
- Capacity to manage multiple projects simultaneously
- Excellent computer skills. Regular use of Word, Excel, WordPress
- Experience with website and newsletter production and message development
- Interest in and commitment to healthy communities
- Ability to work well with diverse individuals and balance a variety of needs.

Experience:

- At least 3-5 years of fund development and communications/publications experience
- College degree

To Apply:

Please send cover letter with salary requirements and resume to HR@berkshiresouth.org.

Applications will be reviewed as received. Candidates selected for interview will be requested to provide references. Position open until filled.

BSRCC is an equal opportunity employer. All employees of Berkshire South receive membership benefits and discounted programs.