

The Branch Director, Development and Communications

Summary:

The Director of Development and Communications advances the mission and vision of The Branch by fostering the organization's ability to support individuals with psychiatric, developmental or intellectual disabilities, helping them to live, learn, work and socialize as valued members of the community. Our organization offers a culturally rich, Jewish environment that is welcoming to people of all backgrounds. We are passionate believers in and advocates for including people of all abilities in our community.

This full-time, in-person position is responsible for planning, managing, and executing fundraising programs and the organization's development strategy, in collaboration with the Executive Director. The director will be a key member of the management team, helping to set organizational culture, branding, and philanthropic expectations. This person will be expected to develop relationships with individuals, corporations, and all other potential funders on behalf of the organization and must be proficient at telling compelling stories about the organization, the people we serve and the importance of our mission. The director should be a proactive and an action-oriented person, who is passionate about the work of the organization and able to work collaboratively with the leadership team, Board, and organizational stakeholders.

Key Responsibilities:

1. Develop and implement overall annual fundraising plan, including fundraising goals, timelines, and targets for proposals, appeals, and campaigns. Manage fundraising activities and metrics to ensure that fundraising goals are being achieved and sources of support are diversified.
2. Build new and maintain strong relationships with corporate, community, foundation, and individual donors. Facilitate volunteer opportunities within fundraising activities.
3. Lead creation of and engage in strategies and activities for donor identification, cultivation, solicitation and stewardship with individual, planned giving, foundation and corporate donors in order to increase donor participation and overall contributions. Manage a portfolio of major principal gift prospects.
4. Develop and manage a foundation grants strategy and process, from research and targeting of grant opportunities, drafting grant proposals in collaboration with key staff and Executive Director, managing submissions, follow up reports, to communications with funders and documenting and analyzing outcomes.
5. Develop and maintain vehicles for regular communication about the organization's activities and accomplishments with donors, potential supporters, and the community at large. Coordinate updates to the website and other social media vehicles.
6. Work with staff to engage donors through board and programmatic opportunities.

7. Support Executive Director and board members in their engagement with donors.
8. Supervise processing of donations and acknowledgment of donor contributions, including regular reporting.

Specific Position Requirements

1. Personal belief in the mission, goals, and values of The Branch. Interest in all aspects of disability inclusion and dedication to promoting the organization's funding priorities.
2. The candidate will be expected to seek out up to date information about the organization's programs and services, as well as relevant local, regional, and national health statistics that inform and support our mission.
3. Interpersonal skills including the ability to motivate, negotiate, educate, influence, and persuade stakeholders, consumers, and collaborators.
4. Capability to qualify, cultivate and solicit prospects.
5. History of meeting project deadlines and exceeding fund development goals.
6. Excellent communication skills across multiple disciplines and platforms, including verbal, written and public speaking.
7. Ability to integrate strategic and operational goals across an organization.
8. Strong computer skills, including proficiency with customer relations management (CRM) systems.
9. 75% of the role is focused on development, 25% is focused on communications/social media.

Essential Functions

1. Ability to drive and have complete access to a vehicle.
2. Ability to work beyond 40 hours per week when necessary for weekend/evening programs or meetings.
3. Ability to lift 15 pounds.

Minimum Qualifications

- Bachelor's degree required.
- Minimum of five (5) years of experience in fundraising, foundation, and experience within a non-profit fundraising setting preferred.
- A satisfactory current Pennsylvania Criminal History report will be required for employment, as well as a valid PA driver's license, satisfactory driving record and proof of car insurance.

The Branch is an Equal Opportunity Employer.

The Branch offers competitive salary and an excellent benefits package. To apply, please submit resume and cover letter to Nancy Gale at ngale@thebranchpgh.org detailing your qualifications for this position, the reason(s) for your interest in the opportunity, and the value you would bring to the organization.