



Director of Development & Communications

Full-time, Salaried

Position Summary:

The Director of Development & Communications is responsible for fund development and communications strategies used to meet annual and long-term goals. Together with the Resource Development team, the director creates and distributes messages to engage volunteers, donors, and advocates more deeply in the Catherine McAuley Center mission and to ensure the Center has sufficient resources to deliver services in accordance with its mission.

Accountability:

The Director of Development & Communications is accountable to the Executive Director.

Qualifications:

- BA degree with at least three years of experience in fundraising and/or public relations.
- Experience with grant writing and research.
- Knowledge of Cedar Rapids community is desirable.
- Be creative, enthusiastic, highly motivated, and organized and a self-starter.
- Willingness and ability to work a flexible schedule including some evening and weekends.
- Excellent written and verbal/oral communication skills.
- Strong interpersonal skills and ability to work effectively with others as part of a team.
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and treat others in a friendly, courteous and appreciative manner.
- Flexibility and ability to handle stress in new or undefined situations.
- Ability to maintain confidentiality concerning volunteers, clients, students, children, and staff or agency business
- Strong decision-making skills and able to work autonomously and take initiative.
- Ability to address conflict and problem solve.
- Strong organizational skills and ability to prioritize multiple projects and tasks with changing priorities.
- Well-developed computer skills including desktop publishing, Microsoft Office and Google Suites, mass email services, website platforms, and donor software.
- Behave as a professional representative of CMC and communicate the mission and activities.
- Knowledge of and sensitivity to issues related to literacy, immigrants, refugees, women, poverty, and mental illness.

Responsibilities:

Resource Development:

- Leads the strategic development, planning and implementation of fundraising, including general operations funding, major and planned giving campaigns and activities, and grants, plus activities to support each stage of the donor lifecycle.
- Oversee the priorities of and provide guidance and feedback to the Resource Development Team.
- Engage the CMC Resource Development Committee and Board of Directors in resource development efforts.
- Develop and conduct a major and planned giving program, including identifying and stewarding a portfolio of select donor prospects.
- Ensure the timely and effective acknowledgement of gifts and recognition of donors.
- Implement donor engagement and retention strategies.

- Work with the Executive Director and Resource Development Manager to set grant priorities, projections, and review grant applications and reports.
- Demonstrate professional development, networking and knowledge of fundraising trends.

Communications:

- Increase awareness and visibility and promote a positive image of CMC, mission, and services through effective public relations and marketing strategies.
- Lead team in publishing regular content in e-newsletters, blog, social media, print newsletters, and in the media and review content.
- Ensure key marketing materials, including website, handouts, etc. contain up-to-date messaging.
- Work with team to ensure proper functionality of electronic communication methods.
- Provide guidance to staff, outreach team, and board on effective messaging about the Center and our client populations.
- Provide recommendations to staff Advocacy team about how to best reflect CMC’s mission in advocacy efforts.
- Review and approve written content & key design pieces created by Resource Development Team

General Agency Duties:

- Manages the resource development and communications budget.
- Track and report progress and results of fund development and communication strategies.
- Prepare reports for the Resource Development Committee, CMC Board of Directors and the Executive Director.
- Demonstrate a commitment to the CMC mission and the values of the Sisters of Mercy.
- Present a positive image of the Center and its programs.
- Serve on CMC event committees as needed.
- Maintaining clean and organized facilities including storage and archives.
- Assist with the shared staff responsibilities for security of the clients/volunteers and building.
- Perform other duties as assigned.

Physical Work Requirements

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee regularly is required to stand, walk, sit for extended periods of time, work at a computer, and engage in repetitive hand and/or wrist movements.
- The employee occasionally lifts and/or moves up to 40 lbs.
- 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 job functions.

I have read the job description and understand the responsibilities I am assuming in accepting this position.

Name

Date

Date Established 7/2020

Date Reviewed/Revised: 5/2021; 4/2023