



JOB ANNOUNCEMENT

Community & Family Services

www.communityandfamilyservices.org

POSITION TITLE: Communications & Development Director
RESPONSIBLE TO: Executive Director
LOCATION: 1015 W. Washington St., Hartford City, Indiana w/rotation to satellite offices
WORK SCHEDULE: M-F 8am – 1pm – some extended evening hours & weekends may be required

RESPONSIBLE FOR: The Communications & Development Director is a part-time, non-exempt position which works in collaboration with the Executive Director and other members of the Administration Team, is responsible for securing and maintaining public and private funding and for raising unrestricted revenue from corporations and individuals. Oversees the organization's marketing and communications efforts, including the annual report, websites, media relations, social media, and other vehicles. Works with and supervises volunteers for the organization.

STATUS: **Part time Regular, Non-exempt**

SALARY RANGE: **\$27,500 - \$29,276**

BENEFITS: **Paid time off**

KNOWLEDGE, SKILLS, & ABILITIES

- Associate's or Bachelor's degree in Business Management or Marketing required.
- At least seven years of experience and success raising revenue from foundations, corporations, public entities, and individual donors.
- Substantial experience in communications and marketing.
- Experience with website, annual report, and email newsletter production and message development.
- Experience working in a collaborative organization with various internal and external stakeholders, balancing competing demands for time and priorities.

JOB DESCRIPTION: See attached job description

CONTACT: Send application, letter of interest & resume to: bcowgill@comfam.org.



RELATIONSHIP

Supervised By: Executive Director
Supervises: Volunteers

COMMUNITY ACTION PROMISE

All employees of Community & Family Services must have the capacity to embrace the Community Action Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

POSITION SUMMARY

In collaboration with the Executive Director and other members of the Administration Team, is responsible for securing and maintaining public and private funding and for raising unrestricted revenue from corporations and individuals. Oversees the organization's marketing and communications efforts, including the annual report, websites, media relations, social media, and other vehicles. Works with and supervises volunteers for the organization.

SUPERVISORY RESPONSIBILITIES

- Recruits, interviews, hires, and trains volunteers.
- Oversees the daily workflow of the department.

REQUIRED SKILLS/ABILITIES/KNOWLEDGE

- Demonstrated excellence in organizational skills and strong attention to detail.
- Excellent grants management skills (applications, reporting, stewardship), with a proven track record of securing grants from corporate and foundation funders.
- Strong communication skills, including the ability to write with clarity, accuracy, and speed.
- Excellent project management skills and the ability to manage multiple projects, deadlines, and initiatives.
- Strong interpersonal and teamwork skills, including the ability to work with people from different backgrounds.
- Proficient with Microsoft Office. Familiarity with WordPress, Canva, and Adobe Suite (Photoshop, Illustrator, and InDesign) preferred.

RESPONSIBILITIES

- Oversee the implementation of a successful fundraising strategy to support organizational and project development needs.
- Build relationships with local, regional, and national funders.
- Manage the grant application and reporting processes for grants and contracts.
- Research new public and private funding opportunities for the organization's initiatives.
- Execute corporate contributions campaign to raise designated and unrestricted revenue.
- Develop an individual giving strategy, in collaboration with the Executive Director and Board.
- Maintain donor database and donor recognition program.
- Collaborate with Administration Team and Program Directors to identify new grant opportunities.
- Work closely with the Finance Director and Executive Director on budget creation and reconciliation of monthly financials.
- Oversee the implementation of an effective communication strategy to raise awareness of the organization's impact and cultivate support.
- Lead production of the annual report, including developing concept and timeline, writing text, and working with the graphic designer, Program Directors, and Administration Team.
- Develop compelling marketing materials for a variety of audiences (digital newsletters, brochures, one-sheets, event invitations, etc.).
- Manage the organization's website and social media channels (Facebook, Twitter, LinkedIn, YouTube).
- Measure the effectiveness of communications efforts, establishing benchmarks and using analytics to inform decisions.
- Participate in the planning of special events and donor engagement events.
- Works with Administration Team & Program Directors to determine volunteer needs.
- Manages recruitment, training, and placement of volunteers.
- Tracks volunteers hours in organization's database.



EDUCATION & EXPERIENCE

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PHYSICAL REQUIREMENTS

- Able to remain in the seated position in short intervals or for lengthy time-frames.
- Raising or lowering an object from one level to another (includes upward pulling) 25-50 lbs.
- Ability to lift minimum of 15 lbs.
- Must be able to travel to CFS satellite offices, in and out-of-town meetings, and/or trainings.

OTHER REQUIREMENTS

- Must possess a current driver's license with liability insurance and have a good driving record.
- Must be able to be insured by our Insurance Carrier if driving a CFS vehicle, leasing, or conducting CFS business in personal owned vehicle.
- Must be able to pass drug and alcohol screenings.
- Must pass a Criminal Background Check.