



## TRI-TOWN YOUTH SERVICES BUREAU DEVELOPMENT DIRECTOR

### JOB DESCRIPTION: DEVELOPMENT DIRECTOR

- I. **Primary Function:** *Cultivate support for Tri-Town Youth Services through community outreach and fundraising. Implement outreach plan which includes consistent communication, annual campaign, event planning and execution, volunteer engagement and community collaboration.*
  
- II. **Basic functions of the Development Director**
  - A. With Executive Director and Board of Directors, formulate fundraising goals and strategies. Work with volunteers to research new opportunities, plan fundraising events and maintain donor communication throughout year.
  - B. Create a comprehensive 12-month Marketing Strategy to include: monthly themes, parent resources, education and large scale/community-wide multi-media campaigns. Generate regular submissions of content for print and online media, to include Valley Courier, online news hubs, quarterly Town Newsletters, weekly community emails and social media posts.
  - C. Work with contracted graphic designer to update website frequently and create fresh marketing materials and reports for donors and the community.
  - D. Support Executive Director in the completion of grant applications, progress and final reports. Ensure that donors are recognized. Build relationships and create opportunities to connect donors to agency initiatives and events.
  
- III. **Responsibilities of the Development Director**
  - A. Maintain accountability to Executive Director, Board of Directors and funding organizations.
  - B. Assist with reporting to federal, state and local grant programs.
  - C. Attend monthly staff meetings. Meet with staff to understand programs, project deliverables and outcomes.
  - D. Establish and maintain public relations and working relationships with donors, volunteers and funding organizations through online communication, mailings and community events.
  - E. Attend Association of Fundraising Professionals meetings and/or workshops and trainings to enhance skills.

**IV. Minimum Requirements**

- A. Masters' Degree in administration, non-profit management, or community development OR Bachelor's degree and two years of experience related to communications, public relations or fundraising.
- B. Certified Fund-Raising Executive or evidence of recent and ongoing professional development related to donor engagement, communications and fund development.
- C. Capabilities in project management, including establishing goals, timelines, monitoring progress and deliverables, and reporting out.
- D. Proficiency in using Microsoft Office (Word, Excel, Power-Point, etc.) as well as web-based marketing platforms and social media. Familiarity with fundraising software or WordPress a plus.
- E. Superb written, verbal and interpersonal skills.
- F. Excellent time management and flexibility with job duties.
- G. Creative, self-starter attitude.
- H. Donor and volunteer service mentality.
- I. Organized and inspiring team leader.
- J. CT Driver's License, Automobile Insurance Coverage

**V. Terms and Benefits**

- A. Part time, 20 hours per week. Participation in some evening and weekend events required.
- B. Paid vacation and holidays.
- C. Supervision will be provided by Executive Director.
- D. Mileage will be reimbursed for travel related to prevention work.

**VI. How to Apply**

- A. Submit Cover Letter and Resume to [Info\(at\)ttysb.org](mailto:Info@ttysb.org) for consideration.