

JOB POSTING: Director of Development & Communications

ABOUT ARM IN ARM

Arm In Arm is a place where communities across Mercer County come together to make sure we all have the most basic needs of food and shelter and, as possible, the livelihood to maintain them. We believe that it takes our whole community to ensure that everyone thrives, and that when everyone is thriving, we all benefit. Arm In Arm believes we are better together, puts those beliefs into action, and has an extraordinary opportunity to help lead the organization in improving the lives of thousands of neighbors in need.

ABOUT THE POSITION

Arm In Arm is seeking an experienced professional for the full-time position of Director of Development & Communications. The qualified applicant will hold a Bachelor's degree in communications or a related subject, plus at least five years of experience in development activities, including individual donor development, corporate and foundation fundraising, and special events. The applicant should also have significant experience in public relations and communications, including donor relations and production of print and digital materials such as annual reports, major appeals, e/newsletters, and social media. Familiarity with government grants is a plus.

PURPOSE OF THE POSITION & IMPACT

The Director of Development & Communications is responsible for the resource development of the organization, supporting the Executive Director to raise funds from individual donors, private institutions and government to meet the organization's budget. S/he is also responsible for supporting the Executive Director to convey the desired public image and community presence as defined by the Board of Directors of the organization.

COMPETENCIES & ESSENTIALS FOR SUCCESS

The Director of Development and Communications will join a dynamic, collaborative team. The exact areas of emphasis on the list below will be finalized during the hiring process, dependent upon the particular strengths and background of the successful candidate. **Applicants who can demonstrate strength and accomplishment in some of these areas and a sincere interest in Arm In Arm's mission are encouraged to apply.**

- Management of individual giving and major donor programs
- Experience with face-to-face solicitation
- Strong written and verbal communication skills
- Experience with grant proposal process and grants management
- Establish and maintain productive relationships with media outlets (print, broadcast, online)
- Monitor traditional and social media for mentions of Arm In Arm, and create ongoing archive of coverage
- Create and update a media kit
- Serve as a spokesperson for the organization and provide talking points, speeches, statistics and other materials needed by leadership
- Familiarity with social media (website, Constant Contact, Facebook, Instagram, Twitter, etc)
- Experience with special event planning and follow through
- Ability to create and implement public and private fundraising strategy in cooperation with Executive Director, staff, Board of Directors and other volunteers
- Strong time management skills: ability to prioritize and multi-task in order to complete tasks with set timelines with a minimum of supervision
- Proficient in DonorPerfect or similar donor databases

PERSONAL ATTRIBUTES

Arm In Arm seeks an individual whose attitude and behavior is consistent with the core values of the organization, demonstrating compassion, dignity and respect in interactions with clients, staff, volunteers, interns, community partners and supporters.

Please submit resume and cover letter to Carolyn Biondi, Executive Director, carolynb@arminarm.org.

Arm In Arm is an equal opportunity employer. Compensation is competitive based on experience.