



## **Director of Development & Engagement**

### **Position Description**

#### **Position Summary**

The Fund for Women and Girls leads and unites the community through philanthropy and advocacy to ensure that women and girls have opportunities and resources to thrive. To contribute to the mission, the Director of Development & Engagement plans and executes the implementation of a strategic and comprehensive approach to fundraising and community relations, which includes but is not limited to major and individual gifts, corporate contributions, grant writing and events. Working with all constituencies within The Fund, including staff, board, volunteers, and donors, this position works closely with the Executive Director and Development Committee Chair to increase the organization's financial and organizational growth. This is a full-time flexible hybrid position and occasional evening and weekend hours for advance-scheduled special events and board meetings. In person work will be done at our West Chester office or predetermined locations for events.

#### **Responsibilities**

- Develop, implement, and evaluate fundraising and communications strategies to ensure that fundraising goals are achieved.
- Develop and implement annual Development & Communications Plan that aligns with the annual goals and longer-term strategic plan.
- Plan, organize, and execute fundraising and development related activities, including the planning and execution of special fundraising events, appeals, grant proposals, planned giving program, donor relations and other initiatives as specified in the fund development plan.
- Identify, cultivate, and help develop strategies to retain current and reach new corporate, community, foundation and individual donors.
- Prepare and submit grant applications as outlined in the annual development calendar.
- Annually create and manage development & communications budget.
- Prepare regular reports on progress for internal stakeholders.
- Work with The Fund staff to ensure adherence to existing development policies and provide updates as needed, especially with regard to all donor records, acknowledgments, donor recognition, and event coordination.
- Manage all organizational communications, including website updates, email communications and social media.
- Foster an understanding of the culture of philanthropy within the organization.

#### *In collaboration with staff:*

- Coordinate organization's efforts to strengthen its brand identity and ensure consistency with messaging and alignment with fundraising and other areas of the organization.
- Coordinate the design, printing and distribution of online and print appeals and communications
- Build awareness of fundraising activities and mission of organization.

[thefundcc.org](http://thefundcc.org)

**113 E. Evans Street, Suite A, West Chester, PA 19380**

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- Develop presentations and materials targeted to strategic corporate opportunities.
- Build relationships with community stakeholders to advance the mission and fundraising goals of The Fund.

### Reports

- Reports directly to the Executive Director.
- Works closely with all Fund staff.
- Works in conjunction with Executive Director for recruitment and management of Development Committee and all fundraising related sub-committees.

### Qualifications

- Excellent written, oral, interpersonal communication and analytical skills.
- Possess a thorough, organized, and detail-oriented approach to work.
- Ability to work well both independently and collaboratively with staff and volunteers.
- Five to seven years of experience in a development manager or director level position with proven ability to implement and lead a development program successfully.
- Proficient in Microsoft Word, Outlook, Excel and Power Point.
- Proficient skills using database or moves management platforms.
- Strong commitment to and awareness of the needs of women and girls in Chester County.

Full-Time position; Salary Range \$70k - \$90k based on experience

Location: West Chester, PA; Hybrid work schedule

To Apply: Send Cover Letter and Resume to [cbrubaker@thefundcc.org](mailto:cbrubaker@thefundcc.org)

Deadline to Apply: 7/31/2024

The Fund for Women and Girls of Chester County is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed service member status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.