



POSITION DESCRIPTION: DEVELOPMENT AND COMMUNICATIONS MANAGER

The Wendt Center for Loss and Healing, a non-profit mental health center specializing in grief and trauma, is currently seeking an eager professional to join its Development and Communications Department. This is a small, dynamic department that engages in a wide variety of critical activities to generate support for Wendt Center programs and operations. The Department is responsible for all philanthropic giving (including private foundation and government grants, donations, events, etc.) and for communications with current and potential supporters and other constituents. It also provides leadership in exploring and funding new programs/services. We are looking for an individual with a wide skill set who is energetic, self-starting, flexible, and highly motivated. The ideal candidate will work closely with the department director in all aspects of the development and communications work which supports this growing organization.

STATUS: Exempt, Full-Time

REPORTS TO: Director of Development and Communications

RESPONSIBILITIES:

DEVELOPMENT AND FUNDRAISING (65%)

- Manage and maintain donor and event databases, process gifts and gift acknowledgments
- Develop and implement strategies to cultivate individual donors to increase giving levels (e.g., generate targeted donor appeal campaigns), create supporting materials and messaging
- Produce donor analyses and reports, reconcile discrepancies with Finance Department
- Develop and manage execution of all aspects of annual appeals (e.g., year end, spring, lapsed donors, previous clients, etc.), create supporting materials and messaging
- Manage peer-to-peer fundraisers and corresponding vendors (e.g., Camp and Giving Tuesday), create supporting materials and messages, record resultant gifts
- Support Director in planning and implementing the Wendt Center's annual fundraising benefit (e.g., vendor coordination, materials development, logistics, etc.)
- Support Director in developing cultivation strategies and events to increase major gifts and planned giving, create supporting materials and messages
- Assist with stewarding donors

COMMUNICATIONS (35%)

- Develop and manage communications and messaging (e-newsletters, donor outreach, etc.)
- Develop, manage, and grow agency and donor constituency through social media
- Manage and regularly update website, work with webmaster to initiate any major webpage modifications
- Identify and respond to existing/emerging needs for printed collateral materials
- Manage all aspects of production of collateral materials (working with staff, graphic designers, printers, etc.)
- Serve as point of contact for media relations
- Perform other duties as assigned

QUALIFICATIONS AND ATTRIBUTES:

- Bachelor's degree in relevant field
- Three to five years development experience
- Experience in a non-profit setting required
- Talent and comfort with computers, social media, and technology
- Ability to work quickly, multitask and work under deadlines in a fast-paced environment
- Extreme attention to detail to ensure accurate data and donor reports
- Excellent oral/written communication skills
- Diplomatic, ability to interact with major donors and supporters
- Team player able to work effectively and collegially with diverse staff
- Creative thinker able to help Development Director create/lead new initiatives that increase and diversify the Center's revenue streams
- Experience with website maintenance and/or use of WordPress preferred
- Excellent database management skills; proficiency with Raiser's Edge preferred
- Previous experience with event management and related software preferred
- Previous experience with peer-to-peer fundraising and related software preferred
- Ability to demonstrate the Wendt Center values;
 - We believe that **healing** from life's worst moments is possible;
 - We express **kindness** to all; **caring** and **compassion** are at the heart of all we do;
 - We practice **collaboration** and **teamwork**, recognizing that none of us can do it alone;
 - We strive to be lifelong **learners**, and actively seek opportunities to expand our personal and professional knowledge.
- Ability to maintain strict confidentiality and uphold the Center's philosophy and mission

COMPENSATION AND BENEFITS:

Competitive salary commensurate with experience; benefits include paid holiday, vacation and sick time, 403b, health insurance, life insurance and ongoing training.

TO APPLY:

Send resume and cover letter with job title as the subject to hr@wendtcenter.org. No phone calls please.

The Wendt Center for Loss and Healing is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. The Wendt Center does not discriminate against any employee or applicant for employment based on race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.