



**POSITION DESCRIPTION: DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS**

The Wendt Center for Loss and Healing, a non-profit, outpatient mental health center specializing in bereavement and trauma, is currently seeking an experienced Director to join our senior management team and lead the organization's development and communications efforts.

**STATUS:** Full-time, exempt, reporting to the Executive Director

**PRIMARY FUNCTION:**

Responsible for generating the necessary resources to support, grow and develop Center programs, services, and operations. Provides leadership and oversight for all Wendt fundraising activity (including government and foundation grants, corporate and individual gifts and fundraising events), communications, volunteer programming and public relations. Supervises Full-Time Development and Communications Manager, Full-Time Volunteer Coordinator and Part-Time Grants Development Manager.

**RESPONSIBILITIES:**

**Senior Management**

- Understands and upholds the Center's philosophy and mission
- Provides leadership to the organization as an active member of the senior management team
- Actively involved in the development and implementation of the Center's strategic plan
- Engages in learning and growth activities to improve job and department performance
- Understands/develops and/or implements policies pertaining to Department functions and effective, ethical donor management
- Manages Department staff and represents Department before Board of Directors
- Attends Development Committee and Board meetings and provides status reports on revenue targets, trends, and relevant new developments impacting sustainability and growth

**Funds, Resource and Program Development**

- Works with Board of Directors, Development Committee and Executive Director to create, maintain and implement annual and long term Development Plans, including targets, goals and strategies for revenue generation to support our \$4.5 million organizational budget
- Stays abreast of local/national funding trends and opportunities
- Effectively and creatively supports, cultivates and expands individual donor base
- Serves as primary liaison and steward for individual and institutional donors
- Works closely with Board of Directors and Executive Director to develop and manage their major gift prospects
- Supervises Full-Time Development and Communications Manager, including oversight of Center appeals, acknowledgements and related correspondence and utilization of Raiser's Edge database to track, monitor and manage gifts and donor activity

- Supervises Volunteer Coordinator who implements the Center's robust and growing Volunteer program and brings in in-kind services that support programs and operations
- Identifies new opportunities for program development; works with staff to develop program concepts and supporting funding opportunities
- Works with management team and relevant program directors on relevant funding opportunities and initiates go/no-go meetings to assess viability
- Provides oversight in the development of grant proposals to private foundation and government funders; reviews all grant proposals prior to submission to funders
- As the primary liaison to foundations, develops, submits and/or reviews foundation reports in collaboration with relevant program directors to ensure consistent and appropriate messaging and accountability to funders
- Leads hand-off meetings for newly secured grants to facilitate timely implementation and adherence to expectations around deliverables and deadlines
- Works closely with Benefit Committee in the design/implementation of major annual gala which raises 20% of organization's budget
- Conducts and/or oversees all event management activities related to the annual Benefit

### **Communications**

- Supervises full-time Development and Communications Manager, including oversight of all social media messaging, newsletter/ Constant Contact email distributions, and Wendt Center Website design and content
- Oversees, initiates and reviews communications with donors, press and other constituents
- Oversees development of marketing materials needed to support services and all printed collateral materials
- Manages branding and cohesive messaging on all Wendt Center marketing materials and website presence
- Engages and works with consultants as needed (communications, web design, etc.)

### **QUALIFICATIONS:**

- Bachelor's degree or higher
- 10+ years experience as a leader in a non-profit Development department
- Demonstrated success in individual donor cultivation and growth
- Demonstrated success in grant writing and proposal development
- Experience and familiarity with local and national funders
- Experience with fundraising event management
- Creative, innovative, and vision-oriented
- Passionate and mission driven
- Excellent writing and organizational skills
- Hard-working, determined, driven and results-oriented leader
- Experience building relationships with foundations and corporate donors/ sponsors preferred
- Experience with mental health or health related fields preferred
- Familiarity with Raiser's Edge or similar Donor Database preferred
- Experience working with diverse colleagues and populations preferred
- Experience working at a non-profit with a national presence a plus

**COMPENSATION AND BENEFITS:**

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

**TO APPLY:**

Send resume and cover letter with job title as the subject to [hr@wendtcenter.org](mailto: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 on the basis of 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.