

**Job Opportunity**

**Director of Development & Communications**

**Job Title:** Director of Development & Communications

**Employment Classification:** Exempt

**Work Hours:** Flexible 9-5, M-F with occasional evening and weekend hours

**Location**: Morningside Heights-Manhattan

**Reports to:** Deputy Executive Directorwith dotted-line supervision from the Executive Director

**Supervises:** Associate Director of Communications, Senior Advisor, Grants Associates, consultants and interns as needed

**About College & Community Fellowship**

College & Community Fellowship (CCF) is a non-profit organization whose mission is to enable women with criminal convictions to earn their college degrees so that they, their families, and their communities can thrive. We advocate for equity and opportunity for the communities we serve.

**Job Summary**

The Director of Development & Communications (DDC) oversees CCF’s work in development and communications for CCF. The DDC reports to the Deputy Executive Director, works closely with the Executive Director, Director of Policy & Advocacy, and Director of Programs. The DDC supervises the work of a Grants Associate, Associate Director of Communications, Senior Advisor, and interns and consultants as needed.

The DDC will also be responsible for overseeing development--including government and foundation grants and contracts, individual giving, and special events--to support overall organizational operations through a $2.5 million annual agency budget. With strong support from the current Director of Development & Communications, who will transition to work as a part-time remote Senior Advisor to DDC beginning July 2019, and a full-time Grants Associate, the DDC will be responsible for high-level development strategy and opportunities development.

The DDC is also responsible for overseeing all CCF communications, primarily our visibility through new and traditional media opportunities, op-ed placements, and a strong social media presence. Through a strong, comprehensive communications strategy, the DDC will help support CCF’s national and local policy work our direct services for women in NYC and our national technical assistance program, THRIVE. The DDC is responsible for CCF’s visibility through speaking engagements, public appearances, and media opportunities. Communications work will be managed by an Associate Director of Communications.

The DDC’s role in development and communications is on a high level and based on setting strategy, creating relationships and partnerships, and implementing the strategy. Direct reports will be responsible for the day-to-day duties of the work (i.e. digital media, writing grant proposals and reporting them, on-the-ground event planning).

**Duties and Responsibilities:**

***Development***

**Set annual goals for fundraising; work with colleagues at all levels to support fundraising needs; build donor base.**

* ***Foundation and Government Grants***
	+ Work with Executive Director (ED) and the Senior Advisor to follow up on foundation and government grant leads and relationships; develop leads and relationships independently of ED
	+ Work with Grants Associate (and occasionally grant-writing consultant) to write reports and proposals
	+ Work with senior team and accounting team to create grant budgets, cash flow forecasts, monitor expenses, and strategically maximize revenue through budget modifications and reallocations of expenses across funding sources
	+ Think expansively and creatively about ways to support and expand work
* ***Individual Giving***
	+ Maintain strong relationships with donors through regular contact (in person, email, and phone), annual calendar of engagement, and strategic “asks” based on personal interests and investment in CCF (Senior Advisor assists)
	+ Assist Executive Director in creating and maintaining relationships with major donors and long-term donors
	+ Oversee annual appeals, including end-of-year appeal, graduation appeal, and appeals as needed to support program events (Senior Advisor and Grants Associate assist)
	+ Increase donor base by 20% over three years
* ***Special Events***
	+ Oversee all special events, including bi-annual Galas and smaller fundraisers in alternating years (Grants Associate, Senior Advisor, and others assist)
	+ For Galas, work with event planner and graphic designer as consultants to design and market events; for smaller fundraisers, use in-house resources to design and market events

***Communications***

**Oversee the development of strategy for internal and external communications that considers multiple types of stakeholders and goals associated with programs and organizational goals; direct the implementation of strategy led by the Associate Director of Communications (ADC).**

* ***Internal Communications***
	+ Ensure consistent branding across materials representing CCF (Senior Advisor assists)
	+ Work with staff to ensure greater understanding of organizational goals
	+ Manage website updates with the Senior Advisor
* ***External Communications***
	+ Actively seek out opportunities for media hits in new and traditional media sources: this includes interviews of CCF staff and/or media-trained students or other CCF community members; pitching to journalists; preparing interviewees for conversations with journalists; providing additional information to journalists (ADC leads)
	+ Actively seek out opportunities for CCF spokespeople, including the Executive Director, to speak publicly about our work (ADC leads)
	+ Oversee Media Training Program for CCF students (ADC implements)
	+ Oversee social media presence on Facebook, Twitter, and Instagram and develop relevant strategies (ADC implements)
	+ Manage responses to the news cycle through press statements; manage attention to CCF events through press releases (ADC and Director of Policy and Advocacy implement)
	+ Maintain communication with larger CCF community through MailChimp email blasts: this includes a quarterly newsletter, emails about upcoming events, emails releasing press responses/releases, etc. (ADC and Senior Advisor assist)
	+ Write annual report covering all CCF program areas, updates on work, events, donor acknowledgement, etc. (ADC and Senior Advisor assist; graphic designer may be hired as consultant)
	+ Represent CCF adequately in public settings, including media opportunities, speaking engagements, etc.

***Management***

* ***Board Liaising*** *(to be developed over the first six months in collaboration with Senior Advisor)*
	+ Develop and maintain relationships with each board member Engage board members strategically in different CCF needs, programs, and projects based on their strengths and interests (Senior Advisor and senior team assist)
	+ Work with Development & Communications Committee to support Board fundraising and participation in CCF events (Senior Advisor assists)
* ***Budgeting***
	+ Set annual budget for Development & Communications department
	+ Work with accounting team and senior staff to set organizational budget
	+ Work with accounting team to manage revenue projections, cash flow projections, and update accounting team monthly (Senior Advisor assists)
	+ Work with Deputy Executive Director and accounting team to develop strategies for maximizing revenue through mid-year budget forecast and update to the organization’s annual budget and through submission of any necessary budget modifications to relevant foundation and government funders (Senior Advisor assists)
* ***Supervisory Duties***
	+ Supervise Grants Associate and Associate Director of Communications, providing support and guidance where needed
	+ Conduct annual reviews of staff
	+ Supervise consultants and interns as needed (including consultants for graphic design and grant writing, and interns for major mailings, development/communications assistance, special events, etc)
	+ Help set the tone for a professional, inclusive environment by leading by example
* ***Support to Senior Team and Staff***
	+ Work closely with Executive Director to develop and maintain strategic relationships: this includes coordinating meetings, setting meeting agendas, drafting thank-you notes or other correspondence for ED
	+ Work closely with Deputy Executive Director to support smooth operations, including assistance on revenue and cash flow projections, negotiating contracts with government funders and vendors, etc.
	+ Work closely with Director of Programs and Director of Policy & Advocacy to strategize for monetary support (individual, foundational, and governmental) of all programs
	+ Work with Associate Directors of Programs (direct services, technical assistance) and Director of Policy & Advocacy to develop appropriate communications and development support for programs and policy work
	+ Work closely with Senior Advisor to learn about development & communications strategies, and for support following DDC’s transition to a half-time advisory role
* ***Other***
	+ Ensure up-to-date registrations with the NYS Charities Bureau, the NYC HHS Accelerator, the federal System for Awards Management, and any other registrations necessary to receive grants and/or administer work
	+ Other duties as assigned

**Core Competencies/Qualifications:**

* Substantial professional experience in development and communications, including experience in PR and more than one core development function (i.e. government grants/contracts, foundation giving, individual giving, events) as well as communications responsibilities
* At least three years of supervising and leading others
* Superior writing skills with the ability to synthesize complex information into compelling written materials
* Excellent verbal communication skills, including the ability to craft messages that resonate with multiple audiences and effective public speaking
* Ability to work independently and cooperatively
* Ability to thrive and learn in a fast-paced environment, comfort in a growth-oriented and changing setting
* Demonstrated commitment to social justice and passion for CCF’s mission
* Flexible, self-directed, and highly-organized, with the ability to adjust to changing organizational priorities
* Able to simultaneously manage a number of projects
* Strong relationship-building skills with internal and external stakeholders
* Superior computer skills and willingness to learn and use new technology, with website maintenance experience a plus
* Strong quantitative skills and ability to analyze government and academic data and reports
* Ability and willingness for out-of-town travel and participate in occasional events outside traditional work hours
* Working knowledge of the criminal justice system and/or higher education is very beneficial

**Salary**: Commensurate with qualifications and experience. Excellent benefit package.

CCF is an EEOC employer. CCF does not discriminate on the basis of criminal justice status.

**To apply:** Email jobs@collegeandcommunity.org with this job title and your last name in the subject line. Please include a cover letter that includes the salary range you are seeking, and your resume.