



JOB DESCRIPTION

Title: Assistant Director of Development
Classification: Part time (30 hrs)/Exempt
Reports To: Associate & Development Director

Overview

POWER's mission is to help women reclaim their lives from the disease of addiction to alcohol and other drugs, and to reduce the incidence of addiction in future generations. We are an agency committed to providing quality gender-responsive, trauma-informed treatment and recovery supportive services to women with substance use and co-occurring disorders and their families.

The Assistant Director of Development plays a key role in the Development & Communications Department in all aspects of fundraising, including appeals, campaigns; grant writing, events, and special projects; and a central role in all aspects of communications, including social media, printed materials, and media relations. The Assistant Director of Development works closely with the Development Director to expand POWER's funding sources to ensure that the fund raising targets are met.

Essential Duties and Responsibilities

Development Department:

- Work with the Director of Development and the Development Committee to develop short term and long term fund raising goals and strategies
- Master and manage the donor database; serve as lead contact to database provider; reconcile development numbers with Fiscal Coordinator; update development plan; create and produce needed reports
- Develop fund raising strategies and plans for the Annual Appeal and special campaigns; track all campaign progress; acknowledge donations; and prepare reports; coordinate all aspects of United Way campaign including mailing, tracking and acknowledging donations and prepare appropriate reports
- Assist the Development Committee in its planning and implementation of setting goals and designing strategies to achieve those goals
- Ensure that the social media effort includes a comprehensive campaign component; assist with the research and posting of relevant items on POWER's Facebook page
- Work with the Development & Communications team to develop campaign-related themes and concepts throughout relevant printed materials, including newsletters, brochures, promotional materials, ads, and media packets
- Assist with all aspects of event management from concept to implementation to follow up; take the lead role in working with electronic bidding company to ensure a successful customer experience, coordinating with

vendors (florists, linen provider, etc.), invitation and sponsor mailings, tracking reservations, responding to inquiries, sending, compiling, and reporting results of post-event surveys

- Serve as contact for printer (ordering letterhead, business cards, invitations and other printed materials);
- Serve as lead contact for grant writer; track and coordinate grant submissions, write and submit grant reports to foundations and other funding sources; manage and maintain grant tracking document
- Assist the Volunteer Coordinator in planning volunteer appreciation activities (researching/ordering volunteer gifts; sending invitations and managing RSVPs)

Organization:

- Participate in staff meetings, trainings, and staff activities as requested.

Qualifications, Skills, and Knowledge Requirements

- A Bachelor's degree and a minimum of five years of non-profit development experience;
- Demonstrated success at raising funds and building and maintaining relationships
- The ability to use independent judgment and take initiative to make decisions;
- Experience working with donor databases; DonorPro a plus;
- Thorough knowledge of Microsoft products; Word, Excel, and Publisher a plus;
- Experience in working successfully independently with multiple deadlines;
- Strong verbal and written communication skills;
- Strong familiarity with traditional and digital/social media platforms;
- Solid organizational skills and ability to keep the big picture in mind while attending to the details;
- Self-directed and flexible to meet the needs of administration and management, and ability to manage multiple tasks;
- Understand and support a trauma-informed system of care;
- Model and support clients and staff in health and wellness activities and with using healthy coping skills;
- Support organization's mission with a sensitivity of cultural diversity and workplace harmony;
- Ability to secure Act 33 and 34 clearances.

Working Conditions

- Ability to work in POWER's various offices

- Ability to work the hours necessary to complete the work
- Ability to lift light boxes of supplies

Disclaimer

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

POWER is an equal opportunity employer and provider

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

(Revised 10/12-17)