



## **JOB DESCRIPTION**

March 2021

**Position Title:** Director of Development and Communications

**Supervised by:** Executive Director

**Function:** Responsible for building and nurturing a diversified resource development plan and monitoring all aspects of the Development and Communications work of the organization; including Individual and foundation giving, corporate sponsor relationships, special event fund raising. This position is also responsible for all communications including electronic and traditional public relations, publications, brand management and mission promotion. This position works closely with all aspects of the business of YWCA of Kitsap County.

### **Principle duties:**

- Develop annual fundraising goals, develop and implement a plan for meeting those goals for all aspects of YWCA Kitsap fund raising.
- Serve as a member of the management team for the organization, providing high level planning and inter-departmental coordination.
- Build a pipeline of potential partners and assure retention statewide of corporate, individual, governmental, foundation and community partners.
- Assure the development and growth of revenue streams related to Sponsorship.
- Increase the visibility of YWCA Kitsap County by taking part in civic organizations and taking advantage of speaking opportunities.
- Oversee and monitor cause-related and other contractors who are retained for fundraising projects.
- Assure that sponsors are promptly thanked and recognized, and that solicitation and donor records are maintained.
- Prepare development and communication budgets and reports as required and other duties as assigned.
- Serve as Brand Management strategist
- Develop marketing and brand strategy for YWCA Kitsap County and for each strategic partnership.
- Produce and manage the best YWCA website in the U.S.
- Produce electronic newsletters and increase readership.
- Actively direct Social Media communications.
- Increase awareness through public relations events and campaigns.
- Support events by creating electronic solutions such as "save the date" cards.
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### **Qualifications:**

- Minimum of three years employment in marketing, sponsorship and/or fund raising.
- Excellent communication skills in both public speaking and writing.
- Ability to work within a flexible schedule that involves some weekend and evening hours.

- Experience in development of diversified fund raising base and other income generating activities.
- Proficient computer skills experienced work processing and knowledge of donor database.
- Excellent organizational skills.
- Proven experience in development and implementation of plans and budgets.
- Professional Appearance

**Salary & Benefits:**

This is an exempt, full-time position, with benefits: medical, vision, dental, and disability insurance, retirement plan; vacation and sick leave based on qualifying dates. Salary range: \$45,000-\$50,000

**YWCA Kitsap County is an Equal Opportunity Employer**