



Job Title: FUND DEVELOPMENT & COMMUNICATION DIRECTOR

Location: Bridge St. Hub

Employment Status: Full Time; Exempt

Salary Classification: Director

Summary of Job:

The Fund Development and Communication Director is responsible for oversight of all Fund Development activities secured by the objectives, manages and tracks level of effort, and ensures timely completion of stated deliverables. A key responsibility is to provide the overall planning and coordination of resources, tasks, and necessary steps to meet grant obligations. Additionally, coordinating effectively with the Chief Executive Officer (CEO) and relevant committees, funding agencies, and grant partners is paramount. This position is responsible for ensuring all grant funder expectations are met at all time.

Direct Supervisor:

The Fund Development and Communication Director reports to the Chief Executive Officer.

Direct Staff Supervised:

The Fund Development and Communication Director oversees and provides support, coaching and mentoring to the Communications Assistant.

Other Key Relationships:

The Fund Development and Communication Director will interact and develop relationships with ELNC Staff, partners, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- **Grant Reporting:** Prepare all reports for funders per terms of fund agreements
- **Grant Writing:** Research Fund Development, write letters of inquiry, respond to RFP's, and develop grant proposals for private foundations and government Fund Development
- **Fund Development:** Maintain Donor Software; Prepare donor correspondence such as donation recognition and pledge reminders, Coordinate production and mailing of ELNC appeal letters; Prepare Fund Development Reports
- **Events:** provide leadership for all ELNC fundraising/Awareness events
- **Evaluation Liaison:** provide support to the CEO and external evaluators during evaluation process

- **ELNC Board Committees:** Coordinate ELNC Communications and Fund Development Committees
- Adheres to all guidelines contained in ELNC's Employee Handbook
- Performs duties as assigned by the CEO.

Site specific duties:

- **None.**

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge's, Skills, And Abilities

- Knowledge and experience in providing administrative support in public or non-profit program
- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices, and procedures
- Ability to work well with others in a team approach
- Ability to communicate effectively, both orally and in writing

Minimum Required Education and Experience:

- Bachelor's Degree
- Two to three years; work experience providing high level administrative support for Executive Team
- Five years' working with low income populations

Preferred Education and Experience:

- None.

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects