

Internal/Open Recruitment (#1084)

Open Date: 6/5/08

Close Date: *Until Filled

Position:	Development and Communications Director	Reports to:	Chief Executive Officer
Program:	Central Administration	Location:	San Luis Obispo
Salary Grade:	32	Shift:	M-F, 8:00am – 5:00pm
Salary Range:	*\$5,531 - \$7,793/month	Status:	Regular, FT, 40hrs/wk
FLSA:	Exempt	Benefits:	Yes

Position Summary:

Under the limited direction of the Chief Executive Officer, the position provides leadership to the agency's fund development and communications efforts to enhance the sustainability of EOC programs and services and build an operating reserve for the agency through both annual and deferred giving. The position plans, organizes, staffs and administers the agency's Fund Development and Communications Program to support the fund development objectives of the agency; works with volunteer leaders to identify, cultivate and solicit prospective major donors; and is responsible for stewardship of donors.

Responsibilities & Duties:

Annual Support and Development

1. Develops a Fund Development Plan each year in concert with volunteer leaders and program directors who will be involved directly in the annual campaign.
2. Manages the day-to-day implementation of the Fund Development Plan.
3. Supports the Resource Development Partners and the Board of Commissioners in the area of fund development.
4. Coordinates and supports the fund development efforts of individual program directors.
5. Helps identify and cultivate prospective donors.
6. Helps identify and cultivate prospective volunteer fund development leadership.
7. Trains volunteers in face-to-face solicitation.
8. Prepares agendas and support materials for all fund development committee meetings.
9. Manages a master prospect list for private and corporate foundations and oversees the grants program, including submission and tracking of grant applications, prospect research and development/management of relationships with grantors.

10. Assists volunteers with the planning and production of fund development special events.
11. Oversees and coordinates direct mail appeals throughout the agency.
12. Researches and selects an appropriate donor management software program and manages the donor information data base and mailing list.
13. Hires, trains, supervises, and evaluates fund development staff members.
14. Performs other duties as requested by the Chief Executive Officer.

Communications

1. Oversees development and implementation of a Communications Plan to support the Fund Development Plan.
2. Manages day-to-day implementation of the Communications Plan.
3. Supports the work of the Resource Development Partners and the Board of Commissioners in the areas of communications and public relations.
4. Oversees public education about agency services through program newsletters, press releases, public service announcements, community speaking engagements, participation in community events, and other such outreach and education vehicles.
5. Responsible for developing educational materials, brochures and newsletters.

Minimum Educational and Experience Requirements:

1. BA/BS degree (marketing, business or communications preferred). In addition, candidate must have a minimum of four years of progressively responsible experience in resource development, nonprofit management, fund development, or related area.

Other Requirements:

1. Must have knowledge of principles and practices of successful nonprofit fund development.
2. Must have knowledge of principles of successful grant writing.
3. Must have excellent interpersonal skills, including the ability to relate well to all people of the community regardless of color, national origin, religion, gender, pregnancy, age, marital status, veteran status, sexual orientation, disability, or socio-economic level.
4. Must be proficient in written and oral communication, including the ability to speak effectively before large groups of people and on a one-on-one basis as well as the ability to write concise and literate reports and letters and develop appropriate forms.
5. Must have experience in the use of donor management software.

6. Must have experience in managing a successful communications, marketing and/or public relations program.
7. Must have the ability to work independently and as part of a team and to negotiate results-oriented solutions to problems.
8. Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to assure at all times maximum safety to one's self, fellow employees, clients, and community members.
9. Must complete all background requirements: Livescan, acknowledgement of child abuse reporting responsibility, criminal record statement and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving a clearance from appropriate authorities.
10. Must have the ability to work under pressure and meet deadlines.
11. Must have the ability to work effectively, exercise judgment, and assume responsibility under limited supervision.

Physical and Environmental Requirements:

Position requires intermittent sitting, standing, walking, twisting, and bending. Must be able to lift 30 pounds. Simple grasping and hand manipulation required, as well as reaching above and below shoulder level. Requires working indoors in temperature-controlled environment with some exposure to copier and printer chemicals/fumes.

Tools and Equipment Used:

Computer, word processing and spreadsheet software, calculator

Applicant Information

Filing Procedure: A completed EOC Employment Application must be received by the EOC at 1030 Southwood Drive, San Luis Obispo, CA 93401, no later than 5:00 p.m. on the closing date. For a complete job description or application please contact the EOC at (805) 547-0523 or visit our web site at www.eocslo.org.

Selection Process: Applications will be reviewed for completeness, accuracy, relevant education, experience, training, and any other job related qualifications. A limited number of applicants, demonstrating the most complete and job related qualifications, may be selected to participate in the interview process. The program hiring authority will make final appointment.

All offers of employment will be conditional upon passing a background and criminal history check. Some positions may also be contingent upon passing a pre-employment drug test, health screening, TB screening, and may require a valid California driver's license and acceptable driving record, or other job related requirements. All appointments are subject to verification and documentation of one's identity and legal right to work in the U.S.A. prior to beginning work. We comply with ADA and reasonable accommodations will be made for eligible applicants/employees when possible.

Eligibility for Internal Recruitments: A lateral transfer is a transfer to a position in the same salary grade. Qualified Regular, Seasonal and Limited Term staff may apply for a lateral transfer after completing three months of successful employment in their current position. A promotion is a transfer to a position in a higher salary grade. Qualified Regular and Seasonal staff may apply for a promotion after completing six months of successful employment in their current position.

Eligibility for Open Recruitments: Any qualified EOC staff or member of the public may apply.

About the Economic Opportunity Commission of San Luis Obispo, Inc.: The EOC, founded in 1965, is a private, non-profit, community action agency which provides and administers a comprehensive array of community-based programs in ten Central and Southern California counties. EOC strives to alleviate poverty and promote self-sufficiency among economically and socially disadvantaged residents. The EOC is headquartered in San Luis Obispo. Programs offered in San Luis Obispo County include, Head Start, Migrant and Seasonal Head Start, State Child Care, Child Care Resource Connection, Emergency Services, Energy Conservation, Family Planning Services, Homeless Shelter, Senior Health Screening, Teen Academic Parenting Program, Weatherization Services and Senior Home Repair.

Benefits: Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, sick leave and 13 paid holidays per year; and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.

EOE/M/F/D/V/Drug Free Workplace