

The Arc of Bristol County, Inc. dba proAbility

Job Description

Position: Director of Development and Public Relations

Department: Administration

General Description

The director of Development and Public Relations will be responsible for all development and marketing initiatives of the organization. This includes, but is not limited to, grant writing/development, special event fundraising, corporate and planned giving, and capital campaign activities. The Director reports directly to the CEO/President and has a support responsibility to all departmental staff, management team and the Board of Directors.

General Qualifications

Bachelor Degree in Fundraising or related field. Advanced degree preferred.

At least five years' experience in non-profit development.

Experience working with people with disabilities and their families a plus.

Experience in advocacy and supervision preferred.

A safe driving record, current driver's license and current motor vehicle liability insurance.

Job Responsibilities

Public Relations, Marketing, and Capital Campaign

- Excellent writing and public speaking skills.
- Work with executive leadership and staff to design a cohesive, comprehensive, and aggressive marketing and development program for the organization.
- Develop and implement planning and project management processes to ensure the effective coordination and integration of the programs and resources of the organization.
- Provide support to executive leadership and staff in the areas of planning, management, program execution and communications.
- Foster relationships among local schools, universities, businesses and other community partners to enhance the position of the organization.
- Develop, coordinate and publish the organization's quarterly newsletter, brochures, e-newsletters and marketing materials as well as web site and social media.
- Manages membership database and coordinate all membership activities (includes individual and business memberships).
- Coordinates and implements all agency special events including annual meeting.

Preparing and Managing Grant Proposals

- Develop and secure proposals and reports to foundations and grant providers.
- Ensure that reports and proposals are filed in a timely fashion.
- Provide regular updates to supporters and prepare thank you letters.
- Research new funding sources

- Develop plans for building relationships with new potential supporters.
- Arrange meetings for senior staff and board members with key foundation staff.
- Represent the organization at funder meetings, as appropriate.
- Maintain fundraising files and spreadsheets.
- Identify national and local grant sources for local collaborations.

Special Projects

- Coordinate the solicitation of United Way activities (employee campaign, grants).
- Attend staff, department meetings and events
- Other duties as assigned.

Applicants

Please send your resume/cover letter to jneill@arcnbc.org

The Arc of Bristol County, Inc. dba proAbility

Employment compliance with the Americans with Disabilities Act

The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to use hands in order to handle or feel objects, tools and controls; reach with hands or arms, stoop, kneel, talk, and hear. The employee is required to stand, walk, sit, and occasionally be required to lift/transfer individuals supported. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

I have read and accept these duties as outlined for this position.

Employee Signature Date

Supervisor Date