

## Director of Development & Communications

### Position Overview



United Community Ministries (UCM) an award-winning, community-based nonprofit offering comprehensive programs and services for vulnerable children, youth, and families in Southeastern Fairfax County. As the anchor agency in Region 1, UCM empowers our neighbors in need to transform their lives, providing a vital connection between people in need and the people committed to helping them thrive.

Reporting to the Executive Director and working closely with the Board of Directors and the Development Committee, the Director of Development & Communications will provide leadership, direction, coordination and management of a comprehensive fundraising program that secures financial resources from all donor groups.

The Director of Development & Communications serves on UCM's Executive Leadership Team (ELT) and plays a vital role in determining and actualizing UCM's organization's long-term strategies and goals. The ideal candidate for this position will possess a high degree of motivation and self-direction to define and achieve fundraising goals. He/She should be a visionary, looking beyond business as usual and pushing the envelope with foresight, innovative ideas and creativity, ultimately achieving greater professional recognition for UCM in the philanthropic sector.

This position supervises a Development Team that consists of a Grants Manager, Communications Officer, Development Associate and Volunteer Coordinator, as well as skilled development and communications volunteers.

### Key Activities

- Develop a deep understanding of UCM and its values, policies, culture, history, key stakeholders, programs, donor base and finances.
- Lead the Development Team's annual planning and budgeting process, working in collaboration with UCM's Executive Leadership Team.
- Develop and establish a strategic fundraising plan, creating and executing strategies to meet and then increase current fundraising goals for major donors, annual giving, foundation support, events, online giving, and planned giving.
- Grow UCM's network of partnerships with the civic, faith and business communities.
- Provide vision, leadership and guidance that will grow UCM's volunteer base.
- Partner with the Development Committee Chair to lead a robust Development Committee comprised of Board members and general members.
- Cultivate and manage relationships with the Board of Directors, Emeritus Board and Development Committee members, drawing upon their talents to enhance fundraising and community relations.
- Working in collaboration with the Friends of UCM, plan and execute key major events.
- Direct all donor reporting activities and oversee the maintenance of fundraising database.
- Develop a marketing/public relations plan, including production of all development campaigns, agency collateral, the Annual Report, social media outreach and the UCM website, in order to support UCM's fundraising and external messaging goals.
- Oversee communications activities and branding strategy to ensure UCM's public face is consistent with achieving the agency's mission and fundraising goals.
- Lead the management, training and evaluation of a high-functioning Development Team.

**Predictors of Success**

- Annual fundraising increases for each UCM program area.
- UCM’s major donor program established and growing; individual and corporate giving broadened.
- UCM Board and Emeritus Board members increase their composite fundraising (giving and getting).
- Strong professional relationships with foundations, increasing the percent of fundraising totals from this sector.
- Volunteers more active and provide critical and reliable support to key functions within the agency.
- Community partnerships increase.
- In-kind support increases.
- Collaborative, constructive, connected Development Team.

**Job Scope**

Position reports to:	Executive Director
Supervisory Accountability:	Grants Manager, Communications Officer, Development Associate, Volunteer Coordinator and skilled Development volunteers.
Organizational Accountability:	Executive Director, Board of Directors, Emeritus Board, Executive Leadership Team, Program Leaders/Directors, Development Team.

**Preferred Qualifications**

- Level of Education – Bachelor’s Degree minimum
- Level of Experience -
  - At minimum, 5-6 years of progressively responsible experience in a nonprofit fundraising position, preferably at the Director level, with specific emphasis on major donors, annual giving and grant-seeking.
  - At least two years of management of a development team.
  - Thorough understanding and use of development best practices.
- Skills Required
  - Proven track record of revenues generated, strategic planning, and program-building.
  - Demonstrated success in securing major gifts, corporate giving, private grants, and sponsorships.
  - Knowledge and experience in fundraising ethics, research, and cultivation practices, including proposal writing, gift processing, prospecting, cultivation (moves management) and reporting.
  - A highly collaborative approach to working across a diverse range of internal stakeholders and external partners.
  - Proven success in strengthening board fundraising.
  - Excellent interpersonal skills with a demonstrated ability to network and build external relationships across multiple cultures.
  - Proficient in fundraising software applications (Donor Perfect preferred), use of social media and internet tools. Also, skilled in the use of Microsoft’s Office Suite.
- Demonstrated ability to multi-task, organize and be flexible in a demanding work environment and meet deadlines and prioritize job responsibilities.

- Related skills
  - An individual with credibility, good judgment, honesty, integrity, trust and the ability to motivate others.
  - Team-focused – must enjoy and be successful at working on teams.

### **Travel**

Travel to and from satellite UCM location and meeting sites with a 3-5-mile radius is expected. Mileage reimbursement is provided.

### **EEO Statement**

UCM provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, UCM prohibits discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to veteran status, uniformed service member, status, race, color, religion, sex, age, national origin or ancestry, physical or mental disability or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

### **Other Duties**

Such other duties needed to help drive our Vision, fulfill our Mission and abide by our Organization's Values.

### **To Apply**

Candidates for the position of Deputy Executive Director should submit the following;

- Letter of Interest
- Resume
- Two samples of narratives or written statements that characterize your writing style.
- Salary requirements

Submit documents to [\*\*hr@ucmagency.org\*\*](mailto:hr@ucmagency.org). Compensation is commensurate with experience and includes a competitive benefit package. Additional information about United Community Ministries is available at [\*\*www.ucmagency.org\*\*](http://www.ucmagency.org)