



# Roanoke Park Counseling

## Director of Development and Communications

### ***ABOUT US***

Roanoke Park Counseling (formerly Shepherd's Counseling Services) is a unique place where survivors of childhood sexual abuse have been provided long-term, affordable therapy since 1987. All of our experienced, licensed, Master's-level therapists have specialized training and are skilled in helping survivors heal from the complex trauma of childhood sexual abuse. We're caring for adult survivors across the Seattle area and are looking to bring on a talented director to help our team continue this important work. Are you creative, tenacious, and ready for deeply meaningful work? If so, Roanoke Park Counseling (RPC) may be the perfect place for you!

### ***POSITION PURPOSE & SCOPE***

The Development Director secures annual funds and connects the agency with the community to ensure the growth of the agency and its services.

In this role you will be responsible for the oversight and hands-on activities related to donor contributions and fundraising, event planning and implementation, communication materials and oversight of grant writing. You will also be responsible for related administrative activities such as database administration and standard reports.

In this role you will have extensive board and community interactions and will use strong influencing and collaborative skills to progress the agency's mission.

### ***KEY RESPONSIBILITIES***

#### ***Donor Contribution, Fundraising, Grant Writing***

1. Provide leadership for the creation and successful accomplishment of an ongoing diversified development program that emphasizes hands-on solicitation efforts, major gifts, grants, and ongoing fundraising campaigns.
2. As the primary driver build and execute a development plan with specific goals and targets approved by the board.

3. Work hand-in-hand with the volunteer fundraising committee of the board, as well as volunteers to accomplish development activities.
4. Strengthen and expand existing donor relationships and build new public and private donor relationships.
5. Oversee and manage all grant opportunities.
6. Plan and execute large and small-scale fundraising events.
7. Develop volunteer base to assist with fundraising.
8. Secure and manage corporate sponsorships for campaigns and events

### ***Development Administration***

1. Develop a monthly activity report for presentation to the board.
2. Ensure development records are kept and reconciled with accounting records.
3. Develop and maintain donor and prospect databases and files.
4. Write articles for the agency newsletter as needed.
5. Prepare Annual Report
6. Provide forecasts, donor, revenue, and campaign analysis
7. Develop annual fundraising budget

### ***Communications***

- Manage website design, development, content management system, and content updates.
- Research and lead strategy for print and online communications including newsletter, e-newsletter, and social media.
- Plan and run community engagement advocacy efforts in collaboration with our Executive Director.
- Own the development and maintenance of agency graphics and collateral.
- Staff and support other community outreach and information tables as appropriate.
- Work with the board of directors to engage fundraising and mission engagement.

### ***SKILLS, EDUCATION & EXPERIENCE***

- Related Master's Degree or MBA, preferred.
- Certification in Development also preferred.
- Five years modern development experience in a social services agency or nonprofit healthcare organization, required.
- Five years successful grant related experience, preferred.
- Consistent track record in securing annual funds of \$200,000 and over.
- Proficient in fundraising (data base) support technology.

- Demonstrated strong influencing, interpersonal and written and electronic communication skills.
- Experience using graphic design tools such as InDesign.
- Experience using social media venues to promote cause.
- Demonstrates strong desire to work closely with volunteer board to grow agency awareness, educate constituents, and further the cause.
- Able to work effectively independently and in collaboration with others
- Strong attention to detail and high standards for work quality

This position is Exempt and reports to the Executive Director.

Roanoke Park Counseling provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Roanoke Park Counseling complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities

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