

## DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS

*Are you a fundraising professional who is looking to make a positive impact in the North Idaho community? Do you enjoy creating development and communication strategies and have a desire to raise funding to support a meaningful nonprofit mission and programs?*

Safe Passage Violence Prevention Center in beautiful Coeur d'Alene, Idaho is hiring a **Director of Development and Communications** to develop, implement, and lead the fundraising, development, and communications strategy to support Safe Passage's mission and goals.

---

### ABOUT THE ROLE

#### **Leadership and Strategy (15%)**

- As a member of the leadership team reporting to the Executive Director, collaborates with employees, volunteers, leadership team, and board, to carry out the organization's mission.
- Creates an inclusive and supportive organizational culture, where people from all backgrounds are valued and celebrated for what they bring to the table.
- Centers diversity, inclusion, and equity, including racial equity, in all aspects of work.
- Develops and implements the organization's fundraising and communications strategy and plan, ensuring program goals are consistently funded.
- Continuously assesses the organization's needs, identifies opportunities, and implements strategies to improve community awareness and increase funding.
- Advises and trains Executive Director, board, volunteers, and staff on fundraising strategies, policies, and best practices.
- Manages volunteers to facilitate events, community outreach, communication, and fundraising activities.
- Collaborates with a quarter-time Grants Contractor to facilitate grant writing, grants management, and reporting.
- Establishes, tracks, and reports on key performance metrics for development, fundraising, and communications.

#### **Fundraising and Development (50%)**

- Advises and collaborates with the Executive Director and the board to develop and implement a comprehensive multi-year, development strategy and plan, including grants, donations, planned giving, major gifts, and events.
- Partners with Grants Contractor to develop sustainable grant funding through identifying and applying for new grant opportunities, complying with grant requirements, and maintaining excellent relationships with funders.
- Manages donor relationship strategy from prospecting through cultivation, solicitation, engagement, recognition, and stewardship. Creates inclusive, meaningful engagement opportunities for donors.
- Coordinates capital campaign (approximately 3-5 years from now) for facility and program expansion to meet the needs of the community. This may involve partnering with contractor(s) to facilitate the campaign.
- Plans and executes fundraising events, through training, support, and day-of-event oversight.

#### **Communications and Marketing (20%)**

- Develops and implements marketing and communications strategy and comprehensive annual plan to engage current and future donors, volunteers, and community partners.
- Creates impact-driven messaging framework, website, social media strategy, newsletters, and donor marketing plan to increase fundraising, visibility, promote programs and events, and engage the community.
- Identifies and attends community events and gives public presentations to raise awareness and engage donors.
- Designs, prints, publishes, and distributes electronic and print marketing and communication materials.



---

### **Administrative (15%)**

- Manages and grows a detailed and accurate donor database, including a system for gift entry, tracking, reporting, and acknowledgments.
- Plans and implements stewardship of all gifts, including thank you correspondence, recognition events, and recognizing donors in publications.
- Prepares communications and marketing materials for meetings with donors and prospects.
- Performs other job-related duties as assigned by the Executive Director.

*Note- not an exhaustive list, percentages are approximates*

---

### **BENEFITS, FLEXIBILITY AND PAID TIME OFF**

- Medical, dental, and vision insurance
- 10 Paid Holidays, plus 16 Days PTO, and Paid Parental Leave
- Work-from-home up to one (1) day per week after successful onboarding
- Up to two percent (2%) 401K retirement match
- Voluntary life insurance
- Employee Assistance Program (EAP) with free, confidential counseling services

**HOURS:** Monday-Friday, 8:00 am-5:00 pm plus occasional evenings and weekends

**PRIMARY LOCATION:** Safe Passage Offices: 850 N. 4<sup>th</sup> St., Coeur d'Alene, Idaho 83814

**PAY:** \$85,000-\$97,500 annual salary, commensurate with qualifications

**COVID 19-PRECAUTIONS:** Due to Safe Passage's work with families and children, COVID-19 vaccination is required. Safe Passage provides applicable, required reasonable accommodation upon written request and verification after a job offer.

---

### **QUALIFICATIONS**

- At least three (3) to five (5) years of related experience, including experience with creating and implementing development *strategy*.
- Demonstrated success fundraising for a nonprofit organization, and experience with donor engagement, grants management, events, and donation management.
- Ability to develop trusted and collaborative long-term working relationships with internal and external stakeholders from diverse backgrounds.
- Commitment to justice, equity, diversity, and inclusion and ability to integrate your commitment into your work.
- Ability to inform, influence and persuade a variety of audiences using written and verbal communication.
- Ability to advise, coach, and train executive leadership and board on development best practices
- Knowledge of applicable Federal and State regulations and grant requirements that impact relevant programs.
- Proficient with computers and software programs, including MS Office and database software.
- Commitment to Safe Passage's mission and values of *Compassion, Integrity, Leading Boldly, Empowerment, Collaboration, Survivor-Centered, Empathy, and Non-Judgement*.
- Ability to commute locally to multiple locations. Some non-local travel required.
- A background check is required because of our work with vulnerable populations, but criminal history **does not** necessarily preclude employment and is reviewed on a case-by-case basis as it relates to the duties of this role.
- Due to Safe Passage's work with families and children, COVID-19 vaccination is required. Safe Passage provides applicable, required reasonable accommodation upon written request and verification.



---

## HOW TO APPLY

Submit your resume and cover letter to Skye Mercer, Safe Passage's HR Consultant at [skye@skyejrconsulting.com](mailto:skye@skyejrconsulting.com) by **5:00 pm Pacific Time on Monday, November 28, 2022.**

## ABOUT SAFE PASSAGE

The mission of Safe Passage is to provide safety, education, and empowerment to victims of violence and to the community. Our agency was founded in 1977 as a rape crisis center in Coeur d'Alene. Today, we are one of the largest victim service agencies in the state of Idaho. Each year, Safe Passage provides confidential victim services and emergency shelter to **1,600 victims of domestic violence**, sexual assault, and child victimization. We also prevent violence through healthy relationship education, reaching thousands of youths across North Idaho. Programs include 24-hour crisis line services, an emergency shelter, legal advocacy, counseling, sexual assault intervention services, prevention education and bystander intervention training. Learn more at <https://www.safepassageid.org/>

**COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION:** Safe Passage is an Equal Opportunity Employer and is committed to Justice, Diversity, Equity, and Inclusion. Applicants are considered for employment without regard to race, creed, color, religion, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, status as a veteran or any other basis prohibited by local, state, or federal laws. We welcome candidates of diverse backgrounds and identities to apply. If you are in need of an accommodation, contact [Skye@skyejrconsulting.com](mailto:Skye@skyejrconsulting.com)