



JOB DESCRIPTION

Director of Development and Communication (DDC)

LOCATION: All Work Options locations

REPORTS TO: Executive Director

SUPERVISES: Communications staff, Grant writer and event volunteers

Internal Customers: Recruitment Department, Operations Department, Volunteers

Hours: Full-time, 40 hours per week with occasional weekends and evenings as the work demands, although this is rare.

Mission: Work Options helps people overcome barriers to sustainable employment by building confidence while providing resources and culinary job training.

POSITION SUMMARY: The Director of Development and Communications (DDC) will manage the organization's fundraising activities and fundraising staff; and create and manage the organization's communication and messaging both internal and external communications. The DDC will work with the Executive Director, Board of Directors, and other departments and staff to meet the communication needs of the organization.

RESPONSIBILITIES:

Development:

- Manage the Grant calendar and support the Grant Writer to ensure development goals are met. Create annual development budget with Executive Director
- Develop, cultivate, and maintain relationships with current foundations as well as cultivating new funders and donors
- Develop/implement an individual funder campaign
- Report Department status in bi-monthly board reports
- Oversee and direct the Grant Writer and or anyone else involved in funding requests

Communications:

External Customers

- Create/implement a marketing strategy
- Manage:
 - a. Brand guidelines and messaging platform, work with stakeholders
 - b. Messaging content and collateral
 - c. Web presence on Workoptions.org, Thehelpinghen.com and google business profiles, campaigns
 - d. Social Media; FB, Instagram, Twitter, YouTube, etc.
 - e. E-Mail marketing, including quarterly newsletter

- f. Fundraising Campaign messaging
- g. Event marketing/Ticket sale

- Work with Barefoot PR and any other contractors providing Communication support

Internal Customers

- Support Recruitment and Community Engagement strategy and with materials as needed
- Manage Donor acknowledgement
 - Work with Board members to help with acknowledgment
- Create internal communication strategy and calendar for staff and Board Members
 - Manage *All Staff* meetings

Events

- Create an event calendar and budget
- Manage annual events
 - Create signature annual event(s)
 - Work with other departments to maximize the impact of an event
 - Plan and execute Colorado Gives Day campaign and acknowledgments

And Other tasks as required

Experience and Education

Work Options values demonstratable skills and proven experience. Please be prepared to demonstrate skills and provide examples of your work along with current references. We appreciate but do not require educational credentials. Work with Donor Databases (Boomerang) is preferred as well as experience utilizing graphic design programs, Social Media platforms and other communication tools. Public Speaking and Media management skill is preferred. Previous experience Working with Colorado Give Day and or like campaign management tools is preferred.

Compensation and Salary

Salary is based upon experience and will range from \$68,000 to 78,000 annually

Position includes a full benefits package including Health, PTO, Vacation, 10 paid holidays

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