



The Family Crisis Center of Baltimore County, Inc.

The Mission of The Family Crisis Center of Baltimore County, Inc. exists to assist individuals, families, and communities in preventing and interrupting cycles of violence so all can grow stronger and move toward bold futures.

DIRECTOR DEVELOPMENT AND COMMUNICATIONS

Reports to:	Executive Director
Evaluation:	Annual evaluation by the Executive Director
Classification:	Exempt
Hours of work:	Full-Time
Work Location:	On-Site
Salary Range:	\$65,000 - \$75,000

Overview:

The Family Crisis Center of Baltimore County (FCC) assists families as they experience the impacts of conflict and violence in Baltimore County. Our vision is to ensure every home is safe, families are thriving, and communities are strong.

Position Purpose:

The Family Crisis Center of Baltimore County (FCC) is seeking a qualified Director Development and Communication. In this vital role, you will be responsible for strategically formulating, executing, and overseeing fundraising and development efforts in collaboration with the Executive Director. Your primary goal will be to support the organization's financial stability and expansion. The Director of Development and Communication will play a key role in cultivating donor relationships, procuring funding from diverse sources to advance the organization's mission and growth aspirations, and overseeing fundraising initiatives that align with FCC's organization's mission and objectives. Your role will drive effective communication strategies, establishing connections with donors and supporters, and promoting FCC's mission across an array of platforms, thereby raising awareness of the organization's impactful work.

If you are passionate about our mission, have strong communication skills and can motivate and inspire others to work collaboratively toward the organization's vision and goal, you could be a good fit for this role.

Key Functions and Responsibilities:

- Collaborate with the Executive Director and Fundraising Committee to formulate an annual fundraising plan
- Lead, oversee, and monitor the plan's execution with a focus on fostering private contributions and enhancing community engagement to achieve established fundraising targets
- Employ innovative strategies to boost donor participation and deepen community involvement
- Cultivate, nurture and fortify donor relationships to ensure sustained and elevated individual giving levels
- Develop relationships with managers of donor-advised funds to broaden the scope of major donor support
- Forge new connections to attract significant contributions and support organizational growth
- Lead the expansion of the business sponsor initiative by actively pursuing, nurturing and sustaining substantial corporation donations ranging from \$10,000-to \$50,000+
- Accurately log all contributions into the organization's donor database, promptly acknowledging gifts as per established protocols

- Oversee grant writing efforts by initiating and writing proposals alongside the Executive Director and Program Directors. Monitor ongoing grants to guarantee timely submission of proposals and reports in adherence to all requirements and deadlines
- Collaborate with the Executive Director and Finance to ensure accurate records and reconciliation, as well as address and bridge funding gaps
- Working in collaboration with other staff, analyze the feasibility of a prospective grant's compatibility with the mission of the organization and ensure appropriate prospects are added to the organization's calendar of fund development activities
- Maintain the organization's donor database, ensuring data integrity through regular cleanup efforts and provide support for decisions related to database structure
- Develop, enhance, and execute a comprehensive strategic communication plan to broaden awareness, foster increased support, participation and engagement with targeted audiences, such as the community, state and local officials, the media, our supporters, and other key influencers
- Create engaging communication content for various platforms, including monthly e-newsletters, annual reports, website updates and social media
- Develop content for mass emails, blogs, social media updates, photo and video projects, and print communications as directed by the Executive Director
- Assist in the planning, promotion, and execution of special events and integrate organizational fund development priorities into program events
- Improve the consistency and accuracy of FCC's external communications
- Perform other duties as assigned

Required Education

- Bachelor's degree in related field, or 5+ years of relevant professional experience
- Preferred Master's degree in related field

Required Knowledge and Experience

- Proven record of success in philanthropic fundraising for a nonprofit
- Proficient writer and editor who can communicate clearly and concisely with a variety of audiences, including grant proposals, funders and the community
- Ability to engage in strategic thinking, manage multiple tasks, problem solve and coordinate complex information to meet project deadlines
- Ability to work independently as well as collaboratively in a growth-mindset environment focused on experimentation and learning
- Competency in MS Word, Excel, PowerPoint programs; familiarity with donor database programs; graphic design skills a plus. Skills with creative design, Adobe Creative Suite, photography, and/or video editing
- Demonstrated passion for the mission of the Family Crisis Center of Baltimore County

Working Conditions and Environment

This position is on-site. The work environment is moderately active and noisy.



Physical Requirements

This position requires repetitive motion, such as standing, sitting and bending. Light to moderate lifting is required.

Equal Opportunity Employer

The Family Crisis Center of Baltimore is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals and do not discriminate, and will not tolerate discrimination, on the basis of race, ethnicity, color, religion, sex, pregnancy, gender, gender identity or expression, national origin, sexual orientation, age, national origin or ancestry, genetic information, political affiliation, physical or mental disability, military or veteran status, or any other protected status under federal, state or local law. Our employment decisions are solely made according to qualifications for the positions.