



Job title	<i>Director of Development and Communication</i>
Reports to	<i>Executive Director</i>
Status	<i>Full-time, exempt, salaried</i>

Who we are:

Through an individualized, holistic, and multi-year commitment, College Bound empowers students from disadvantaged backgrounds to complete higher education and enter successful careers. We have grown from an inaugural class of 36 students to over 450 (plus alumni). We believe that one college degree can end the cycle of poverty in a family. We believe in the power of people; in creating relationships defined by deep trust and enduring power. Our culture is one of high expectations and high support with an unwavering focus on degree completion. www.collegeboundstl.org.

Summary of Position

College Bound's Director of Development and Communication is a vital member of the Cabinet, a highly engaged, passionate and dynamic team of five leaders in the field of youth development and educational justice, who will be responsible for all fundraising and communications strategy and activity.

As an ambassador in the community, the Director of Development and Communication Advancement will foster a culture of philanthropy, building and cultivating meaningful and durable relationships with donors, board members, colleagues, and community partners, that galvanizes support internally and throughout the community for College Bound's mission. The Director will manage the team responsible for annual fundraising and communication plans including grants, donor relations, solicitation and stewardship, and events. The Director will be responsible for establishing and meeting performance and annual revenue goals.

Primary Responsibilities

Fundraising

- ▶ Develops and implements annual fundraising strategy in partnership with the Executive Director and CB staff, setting annual revenue goals and budgets.
- ▶ Identifies new funding partnerships, locally and nationally; keeps up to date on funding opportunities available through existing and past funding partners.
- ▶ Serves as primary point of contact and relationship manager for donors, in collaboration with all CB staff to steward relationships.
- ▶ Leads the grant fundraising program, including outlining goals and identifying risks and targets for growth.
- ▶ Serves as writer and project manager on grant applications (narrative and budget) and grant reports, working with key program staff and the Executive Director to develop content and budgets.

- ▶ Manages the vision and implementation for events including the annual gala, trivia night, and networking events.
- ▶ Monitors database system – Salesforce - to ensure donors are acknowledged and stewarded and donor files, records, and revenues are recorded, reconciled, and maintained accurately and in accordance with best practices.
- ▶ Projects, tracks, and reports fundraising revenue, including reporting on restricted funds.

Organizational & Team Leadership

- ▶ Reports to the Executive Director
- ▶ Serves as a member of the leadership Cabinet, partnering across functions to guide organizational decisions and progress on strategic objectives and goals.
- ▶ Develops and manages staff and vendor/contractors to achieve annual revenue and communications goals.
- ▶ Collaborates with Development Committee Chair, including agenda planning, committee recruitment, presentations, and Board-related communications.
- ▶ Builds relationships with Board members and community partners.
- ▶ Tracks budget progress for all revenue and expenses. Provide monthly variance and forecasting reports to the Executive Director.
- ▶ Works with appropriate staff to compile annual audit needs.

Communications & Branding

- ▶ Develops external communications strategy: messages, timelines, quality content mission-based messaging for external communication, including the website and philanthropic reference sites such as Charity Navigator and Candid.
- ▶ Supports graphic designer and contract public relations experts.
- ▶ Gathers and creates content for monthly external newsletter, annual report, mid-year report, annual appeal, e-blasts, and other communications responsibilities.
- ▶ Leverages communications outlets and social media to improve fundraising by serving as an advisor to the Social Media Committee
- ▶ Provides leadership and guidance to CB's internal intranet initiative.
- ▶ Writes CB student and alumni stories, including editorials and press pitches and releases, in partnership with all CB staff.

Skills & Experience

Education: Bachelor's degree preferred; a minimum of 5 years' experience in fund development, communications, marketing, business, or another related field.

Experience: A proven track record of establishing meaningful donor relationships that have resulted in mission-based investments, securing, and managing government, private and corporate foundation funding totaling **\$1 million** or more annually.

Skills:

- Aptitude and drive to lead and develop a high-performing fundraising program.
- Ability to collaborate across teams, manage up/across, and build strong relationships and accountability internally and externally.
- Excellent written communication and research ability.
- Event production skills.

- Effective written persuasion and presentation skills.
- Well-organized with excellent project management skills.
- Strong computer skills. Confidence working in Microsoft Word, PowerPoint and Excel, and experience using data management tools such as Salesforce, etc.

Attributes: Passion for empowering first-generation students from disadvantage backgrounds and communities. Focused self-starter, effective collaborator, and strategic thinker. Able to take a leadership role across departments to ensure consistent and high-quality donor and community partner relationships and experiences, reliable tracking and reporting, and progress toward fundraising goals. Operates with honesty and acute attention to detail. Motivated to steward and grow College Bound's unique brand in the community.

Benefits and Working Environment

- ▶ Competitive benefits include a portion of paid employee health insurance, a health reimbursement account, dental, short-term disability, life insurance, 401K matching, paid parental leave for all and free vision insurance
- ▶ Play a vital role in an organization that is privileged to work with hundreds of intelligent and deserving young people every day
- ▶ Flexible working environment – for 2023, Fridays are typically remote workdays
- ▶ Position requires regular travel, including evenings and weekends
- ▶ Mileage reimbursement for work-related travel and ability to modify schedule to accommodate activities conducted outside of business hours
- ▶ Salary range for the role is between \$85,000 - \$95,000, depending on skills and experience

Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check. Some weekend and evening work is required for event execution.

College Bound 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, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.