



DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS

ABOUT JEWISH FAMILY AND COMMUNITY SERVICES (JFCS) PITTSBURGH

The professional staff at JFCS is dedicated to helping people successfully cope with life's changes and challenges. JFCS helps thousands of people every year, through career, geriatric, counseling, refugee and immigrant, adoption and foster care, guardian, scholarship, food pantry and critical need services. JFCS strives to create a caring and respectful environment sensitive to the need for human dignity, privacy and diversity of those served by the agency.

POSITION SUMMARY

The Director of Development and Communications will provide leadership to the organization's external communications and work with all agency departments to strategically grow financial and other support to sustain the agency's work. The director will develop strong relationships with donors through a variety of means, cultivating critical agency supporters.

QUALIFICATIONS

5 years of experience in development and 3 years of experience in communications. Experience managing other employees.

RESPONSIBILITIES:

- Strategic Integration - Align communications and fundraising activities with agency's strategic plan.
- Agency Fundraising – Provide leadership to the team developing a comprehensive, goal oriented fundraising program for the agency, including annual giving, major gifts, sponsorships, family funds and legacy giving.
- Department Fundraising – Participate with Department Directors in developing fundraising strategies for specific JFCS service areas; coordinate the implementation of these strategies with Marketing & Fundraising Associates and Directors.
- Development – Develop initiatives and events to increase agency's donor base and cultivate donor relationships. Organize and create donor communications, solicitation and recognition programs in conjunction with the CEO. Work with Donor Relations Associate to maintain fund-raising software program and oversee donor stewardship.
- Marketing – Oversee the development of materials to promote the agency and its departments. Collaborate with the Marketing & Fundraising Associate and Volunteer Coordinators to create and promote fund raising and philanthropic opportunities within all volunteer programs and communication materials.
- Communications – Strategize with, and oversee efforts by, the public relations associate to enhance the visibility of the agency and to effectively promote the agency and its services.
- Board of Directors - Staff JFCS Board committees as assigned
- Annual Meeting – Work with JFCS Board and department staff to develop and manage agency's Annual Meeting.
- Agency Representation - Make presentations as appropriate on behalf of the organization.
- Accountability:
 - Develop and manage department budget
 - Meet communications, marketing and fundraising goals as established by agency
 - Track impact of websites, electronic and other communication efforts
 - Oversee donor database and generate reports
- Personnel Management
 - Make recommendations regarding hiring, assignments, promotions, discipline and discharge of department personnel
 - Use budgeting, performance and productivity considerations to make recommendations regarding staffing levels
 - Supervise communications and development staff



- Develop, implement and coordinate department training aligned with agency goals
 - Assist direct reports with their talent development through training, special projects and other efforts
- Continued Education - Maintain knowledge on all ethics and new trends impacting communication and development issues. Review best practice standards and implement new practices and procedures as needed.
- Employee Philanthropy –Participate annually in agency and partner related philanthropic activities and campaigns.
- Miscellaneous – Other duties as assigned.

Application:

Please email cover letter and resume to jobs@jfcspgh.org with “**Director of Development and Communications**” in the subject line.

*Jewish Family and Community Services (JFCS) of Pittsburgh is an **EOE** non-sectarian, non-profit human service agency providing social service, employment and psychological services to help people through lifecycle transitions and crises. Visit www.jfcspgh.org to learn more.*