

CATHOLIC CHARITIES OF SOUTHEAST TEXAS
Job Description

Salary Range: E4

Position: Director - Development & Communications

Job Classification: Salaried-Exempt/FT

General Description: Responsible for organizational fundraising, communications strategy and public image. Responsibilities include grant writing and reporting, special events coordination, and the production of external printed materials, newsletters and cultivation of media contacts.

Organizational Relationships:

Reports to: The President/CEO

Also works with: Finance and Administration Support Services, Board of Directors and Committees, community leaders, funding sources, industry professionals, volunteers and clients.

Essential Duties and Responsibilities:

- Researching, identifying and actively pursuing sustainable funds through private foundations, government grants, corporate philanthropy, and charitable entities.
- Administer existing grant reporting requirements within appropriate deadlines, while working in tandem with staff across the organization in coordination of events and grant proposals, and supports Program Directors in the development of resources for program services.
- Works with Program Directors to establish and monitor fiscal year grant plan.
- Works with President/CEO to develop annual Grant Revenue Plan, inclusive of anticipated renewable and targeted funding sources to generate budgeted revenue.
- Works with VP of Programs, Office Manager, and Data Manager to produce and submit grant applications and reports as required by grantors within prescribed time restraints, which may include: grant budgets, grant applications, monthly and/or year-end reports of financial and statistical data.
- Provides quarterly summary of grant submissions and outcomes to President/CEO.
- Under direction of President/CEO produces and manages all media and communications including but not limited to the agency annual report, newsletter, program brochures, website, Facebook.
- In conjunction with the Fund Development/Marketing Committee, assist in developing and maintaining the Marketing & Communication plan.
- Performing other duties as required by President/CEO, such as preparing for, attending and/or supporting special events and projects. Examples include: assisting with outreach activities, participating in staff retreats, United Way or other Funders' visits, agency fairs and speaking engagements, as deemed applicable.

Nonessential Duties and Responsibilities:

Performs other duties as assigned by the President/CEO

Supervisory Responsibilities:

This job has no direct supervisory responsibilities except when specifically delegated by the President/CEO.

Minimum Education:

Bachelor's Degree in Business, Marketing, Communications, or related field required.

General Qualifications:

- Four to Eight years experience demonstrating competency in non-profit management, community organizing, and financial and/or administrative management with social service programs.
- Proven ability to work with and gain the respect of a broad constituency, including leaders in parishes, industry and within the service territory.
- Demonstrated sensitivity to diverse cultures.
- Demonstrates strong written and oral communication skills, including public speaking.
- Ability to identify priorities and coordinate a variety of functions and tasks.
- Strong record as a leader, manager and developer of people.
- Must have reliable transportation, and annually provide copy of current valid Drivers License and proof of personal automobile insurance.

Equipment Used:

Telephone, personal computer, copier and fax machine.

Working Conditions:

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Contacts:

Requires contact by telephone, in writing, and personal contact with clients, prospective clients, other service providers, volunteers, and funding agencies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is regularly required to use hands to handle or feel and talk or hear. The employee will be required to periodically stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Mental and Aptitude Requirements:

Job requires ability to hear and talk; strong writing skills; analytical, conceptual, problem – solving and decision-making skills; and handling multiple tasks within the confines of deadlines.

Work Performance Measures:

- Must report to work on time.
- Must dress appropriately.
- Must keep all work accurate and current.
- Must adhere to agency employee handbook of personnel policies.
- Must maintain high level of knowledge of the programs, including requirements, functions, and status, etc.
- Must adhere to the agency handbook of accounting policies and procedures.
- Must submit grant applications for new funding that further the agency strategic planning goals and objectives.
- Must be responsible for protecting the confidentiality of information that may be of a personal or sensitive nature pertaining to donors, employees, clients and/or the overall Catholic Charities agency.
- Must have flexibility in scheduling, availability for evening and weekend commitments.

Job Description Review and Acceptance:

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Director – Development & Communications

_____/_____/_____
Date

President/Chief Executive Officer

_____/_____/_____
Date