



Position Title: Director of Philanthropy and Communications

Exempt/Non-Exempt:

FT Exempt

Title this Position Reports to:

Executive Director

The Director of Philanthropy and Communications is a senior management, development professional with a passion for our mission. The Director of Philanthropy and Communications will work closely with the Executive Director, Board of Directors, and other key stakeholders to achieve the strategic goals of the organization and to further our mission to prevent abuse, protect children and heal families. The Director will lead a team of professionals, providing leadership and support to build a high-functioning team.

The Director of Philanthropy and Communications will create, execute, and evaluate development strategies with a donor-centric approach and work with the Director of Grants and Program Evaluation to contribute to the financial sustainability of Dee Norton. The Director will also oversee external communications to build a consistent brand and strengthen relationships with key stakeholders.

The ideal candidate will possess team management experience, thought leadership in the field of philanthropy, and a proven performance of achieving goals. They will have experience collaborating across multiple departments and with diverse types of constituents. As a Director, this individual will hire, train, and evaluate their department staff and support each member in their role. As a member of the management team, the director will provide leadership and support the strategic direction of Dee Norton.

JOB DETAILS:

- Provide leadership, motivation, and support to staff, using the core values of collaboration, compassion and commitment, and best practices in fundraising and communications.
- Oversee the development, implementation and evaluation of strategies that achieve the organization's strategic goals for charitable contribution revenue, donor engagement and overall brand recognition. Development plans should include, but not be limited to, major gifts, special events, cultivation events, annual giving, communication platforms

and other tools needed to achieve established goals.

- Develop and promote the effective integration of brand-management, communications, marketing and fundraising messages and activities across Dee Norton to ensure fidelity to our mission and brand.
- Ensure accurate recording and acknowledgement of charitable income.
- Foster and steward relationships with individuals, businesses, and the community to build resources for donors, volunteers, and sponsors.
- Monitor and evaluate performance through the development of team goals.
- Represent Dee Norton at community events and with media as needed.

Other Responsibilities

- Participate in a minimum of two public awareness and/or fundraising events annually on behalf of Dee Norton
- Meet other needs as identified by the Executive Director and/or Leadership Team.
- Abide by federal and state confidentiality and privacy requirements as well as all Dee Norton Policies and Procedures.
- Abide by and meet all grant requirements and objectives.

Core Competencies:

Every employee at Dee Norton is responsible for contributing to a positive work environment through teamwork, positive, honest, and effective communication, and professional interactions with co-workers, volunteers, clients, and community partners.

Candidates should be able to demonstrate:

- **People Skills:** Approaches others in a tactful manner; ability to work well under pressure and respond quickly to challenges; maintains confidentiality; keeps emotions under control; and remains open to others' ideas.
- **Cultural Competency and Humility:** Demonstrates a commitment to furthering diversity, equity, and inclusion (DEI) and has a proven history of working well with diverse clients and stakeholders.
- **Teamwork:** Enjoys working as part of a team with individuals from a variety of disciplines; balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; and supports everyone's efforts to succeed.
- **Ethics/Professionalism:** Treats others with respect and consideration regardless of their status or position; keeps commitments; inspires the trust of others; works ethically and with integrity; accepts responsibility for own actions; follows through on commitments; and upholds organizational values.

- **Quality:** Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and monitors own work to ensure quality.
- **Initiative:** Volunteers readily; undertakes professional development activities; and asks for and offers help when needed.
- **Planning/Organizing:** Ability to work independently; prioritizes and plans work activities; uses time efficiently; sets goals and objectives; and develops realistic action plans.
- **Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and able to deal with frequent change, delays, or unexpected events.
- **Dependability:** Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time; completes tasks on time or notifies appropriate person with an alternate plan.

Requirements:

- BA/BS required, Masters a plus.
- Minimum of five (5) years in fundraising and/or development including proven performance in significant endowment, capital campaign, planned giving and other major gift fundraising.
- Minimum of three (3) years' experience supervising staff.
- Familiarity and prior experience working with child maltreatment, healthcare and/or other child-focused issues preferred.
- Experience with fundraising database platforms needed.
- Experience with creative direction in communications including digital/print marketing, media and public relations preferred.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Physical Requirements:

In this position an employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

The Dee Norton Child Advocacy Center promotes a culturally diverse and culturally competent community response network. The Center strives for diversity regarding gender, age, ethnicity, race, faith and experience among its Board Members, staff, and volunteers. Dee Norton abides by all Federal Equal Opportunity guidelines.