

Director of Fundraising and Communications

Employer: Voices for Georgia's Children (www.georgiavoices.org) is an independent non-profit organization that seeks to ensure all children are safe, healthy, educated, employable, and connected to community. Our primary functions are education and research, communication, coalition-building, and public and legislative advocacy. Voices plays a key role in several statewide coalitions, Voices fosters a team environment where most projects engage multiple members of the staff to achieve excellence.

Position Summary: The Voices Fundraising and Communications Director will lead fund development and supervises a full-time Communications Manager. The candidate selected will help to develop and execute a three-year fundraising plan to support the new three-year Voices Strategic Plan. The position will focus primarily on the following aspects of private funding: 1) foundation and foundation grants; 2) fund development for individual and major gifts; 3) organizing fundraising events; and 4) corporate partnerships. The person hired will work closely with the director of the Georgia Statewide Afterschool Network (GSAN), a close partner housed at Voices, to align fundraising strategies and messages and pursue mutually reinforcing funding opportunities.

This position will also lead work emerging from a current “branding refresh” exercise and oversee the execution of the communications strategy that emerges from that work. On a day-to-day basis, he or she also will manage the Communications Manager and ensure that donor communications are effectively integrated into overall organizational communications platforms.

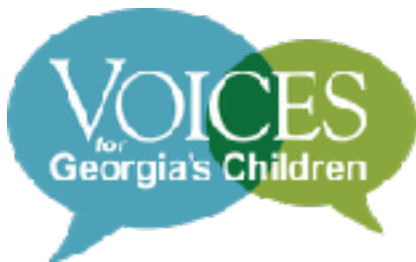
Responsibilities:

Fund Development: Individual and Major Gifts

1. Complete work in progress to ensure integration of donor information in the Salesforce system and the effective addition and updating of new information.
2. Oversee production of fundraising proposals and reports for the organization.
3. Develop prospect lists and meet with existing and potential donors
4. Develop materials and plans for individual fundraising appeals and help integrate these materials with other fundraising and communications activities.
5. Generate acknowledgements and ensure donor recognition.
6. Work with Operations Director and contract accountant to ensure accurate recording of grants/gifts and grant allocations.

Events and Corporate Fundraising

1. Serve as lead internal staff on annual fundraising events, including managing event contractors; internally coordinating staff activities such as preparation of materials (e.g. invitation, signage, event items); overseeing media and social media strategy; and



working with the Executive Director and Operations Director to pitch, secure, and acknowledge host and sponsorship requests.

2. Cultivate corporate prospects and execute plan to expand this revenue stream.
3. Serve as Voices corporate liaison during events to ensure hosts engage board members and are fully recognized and satisfied with their experiences.

Communications

1. Incorporate on-line fundraising into the overall Voices communications strategy and annual calendar.
2. Create appropriate distribution list segmentations and ensure donors and potential donors receive appropriate communications.
3. Work with the Communications Manager to monitor and ensure effective implementation of the organizational communications strategy consistent with brand standards.
4. Oversee the Communications Manager and help ensure organizational priorities and needs for communications are balanced among various functions.
5. Oversee production of an annual report for Voices for 2016.

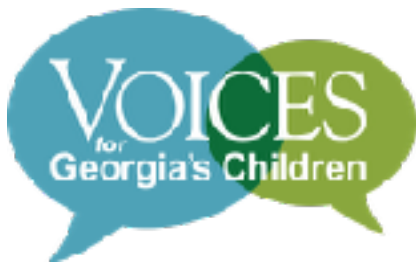
Other Duties

1. Support Executive Director and Operations Director, and Voices board fundraising and communications committee on setting overall direction of fundraising strategy.
2. Work with the Executive Director, Operations Director, and board Fundraising and Communications Committee, and fundraising consultant, to finalize a three-year fundraising strategy to support the 2016-2019 strategic plan.
3. Conduct prospect research on new prospects, especially local family foundations and national funders.

Qualifications: The candidate must be a self-starter with a proven fundraising track record. Strong writing and interpersonal skills are crucial. Corporate and individual fundraising background strongly preferred. Evident connections to relevant funders and experience working in a policy organization are both a major plus. Experience in managing communications functions is strongly desirable. We are looking for a person who brings creativity and vision, managerial skills, as well as a strategic orientation, to his or her work.

REQUIRED EXPERIENCE

- Bachelor's degree required; advanced degree desirable.
- Experience cultivating, soliciting and closing individual, foundation and corporate gifts.
- At least five years' fundraising experience, including pitching, proposal writing, and closing asks successfully. Track record will be discussed in interviews.
- Experience developing budgets for fundraising proposals.
- Relevant management or execution experience with organizing fundraising events (large-scale gala and other small events).



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- Communications experience (either direct or overseeing an organizational function) and expertise in social media platforms, strategic messaging and media relations.
- Prospect research experience.

DESIRED SKILLS AND ATTRIBUTES:

- Excellent analytical and writing skills.
- Strong interpersonal and verbal communications skills for representation of the organization with external partners and policy-makers.
- Flexibility, high energy, and a strong team player. Willingness to change tasks on short notice and pitch in on team products when needed.
- Excellent computer software skills, including experience with Salesforce Customer Relations Management Software (or comparable CRM).
- Knowledge of and interest in public policy and political process (state and federal)
- Willingness to participate in occasional out-of-town travel.

Compensation: Commensurate with experience. Position includes health, dental, and disability benefits, as well as annual leave, sick time, and holiday pay.

Voices is an equal opportunity employer.

Please apply by sending a thoughtful cover letter that demonstrates your skills and a resume to info@georgiavoices.org. No calls, please.