DIRECTOR OF DEVELOPMENT & COMMUNICATIONS

DIRECT REPORTS: (1) Community Outreach/Volunteer Coordinator
FLSA STATUS: Exempt
REPORTS TO: Chief Development Officer (CDO)
DATE: July 2020

WiNGS, or Women In Need of Generous Support, is a non-profit agency that supports women in realizing their fullest potential and a path to a better life. WiNGS programs help women become strong mothers, advocates for their own health, successful in the workplace, financially secure and powers their dreams of entrepreneurship. The organization, formerly known as the YWCA of Metropolitan Dallas, served nearly 2,000 individuals in Dallas County last year. WiNGS is headquartered at the WiNGS Center at Ebby’s Place, named after the late Ebby Halliday Acers, whose life exemplified extraordinary integrity with a focus on empowering women.

JOB DESCRIPTION SUMMARY:
The Director of Development & Communications is responsible for developing and executing the overall strategy of fundraising, communication, volunteer programs, special events and donor engagement. Activities to ensure success include executing a continuous donor engagement and communications strategies, identifying and securing sponsorships and supporting a robust foundation revenue pipeline. The Director of Development & Communications also provides oversight to volunteer coordination to ensure measurable outcomes are achieved. This position will work with board and external committees for fundraising, events and marketing. Some evening and weekend commitments are required.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

Campaign Events
- In collaboration with the CDO, implement a continuous donor engagement plan designed to achieve growth over previous years
- Support a robust foundation submission pipeline
- Manage portfolio of individual donors
- Maintain accurate records in organization database, Salesforce
- Plan, coordinate and execute events, including 3rd-party partner fundraising events.
- Identify and solicit event sponsors, financial and in-kind
- Develop and follow event budgets
- Manage logistics to ensure successful day-of event experience for partners and participants

Volunteer Services
- Design and execute the strategy for volunteer services including recruitment, training, placement, evaluation and cultivation
- Manage and support a volunteer coordinator to successfully execute the volunteer engagement strategy
- Inspire, support and solicit team members and volunteers to develop success stories for use in fundraising and awareness
- Monitor and measure metrics/outcomes; prepare reports, event proposals and solicitations
Communications/PR:
- Manage annual communication campaigns to donors and volunteers
- Promote and market events to increase participation
- Assist in the development of the annual Impact Report
- Oversee social media calendar

KNOWLEDGE/SKILLS:
- Five or more years of development experience and event coordination; non-profit experience preferred
- Knowledge of current trends, resources and information related to fundraising
- Excellent interpersonal skills (written and verbal) necessary in order to communicate diplomatically and effectively with volunteers, high level donors, and staff
- Innate ability to work steadily and calmly in high pressure situations
- Initiative, follow-through, sound and accurate judgment in decision-making process; ensure timely decisions are made
- Working knowledge of all Microsoft Office products
- Ability to work flexible schedule - local travel required

ESSENTIAL SKILLS
- Passionate about our mission and embrace our core values, demonstrating an eagerness to learn, assume accountability, work enthusiastically across all departments and show flexibility in response to process change
- Manage multiple priorities effectively, show persistence and seek alternatives when obstacles arise; take initiative to offer resolutions
- Accepts direction and feedback from supervisor and follows through appropriately
- Willingness to perform other duties as assigned

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:
For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org or fax to 214.584.2304. Job applications can be found on our website at https://wingsdallas.org/about-us/jobs/.