**Development and Communications Director**

**Department:** Development  
**FLSA Status:** Exempt; Full-time  
**Salary:** Competitive salary commensurate with level of experience  
**Benefits:** Medical, dental, vision, retirement plan, life insurance

**ORGANIZATIONAL OVERVIEW**

The Achievable Foundation (Achievable) is a nonprofit Federal Qualified Community Health Center whose mission is to provide high quality, integrated care to individuals with intellectual and developmental disabilities, their families, and other vulnerable populations.

**DESCRIPTION SUMMARY**

The Development and Communications Director reports directly to the Chief Executive Officer. The Development and Communications Director is responsible for overseeing Achievable’s fundraising efforts, creating a culture of giving, and building relationships with individuals, corporations, and foundations in order to obtain philanthropic support.

**CHARACTERISTICS**

The ideal candidate will be creative in their approach and display a strong work ethic. He/She/They will demonstrate excellent interpersonal skills and be sensitive to the needs of donors, volunteers, and peers. The candidate will be a team player who inspires collaboration but is also a self-starter that can work independently. The person will have exceptional organizational skills, pays close attention to detail, and follows through on all projects.

**RESPONSIBILITIES**

- Creates an annual development plan, which is aligned with the organization’s strategic plan and programmatic goals;
- Implements strategies to obtain the necessary philanthropic support to further Achievable’s mission;
- Creates and supports a culture of philanthropy amongst lay leaders and staff;
- Ensures annual fundraising goals are reached and surpassed through various vehicles such as major gifts, individual giving, annual appeal drives, planned giving, events, and foundation grants;
- Participates in the cultivation, solicitation, stewardship, and recognition of donors.
- Identifies, researches, and cultivates prospective donors;
- Develops communication plans in order to increase Achievable’s visibility;
- Supervises the Development and Communications Assistant as well as oversees the work of the independent grant writer;
- Develops processes, systems, metrics, performance measures, and dashboards in order to evaluate and guide all development efforts;
- Participates in social and networking groups to expand donor prospect base;
- Serves as the staff liaison for Achievable’s two affinity groups;
- Develops the annual budget for the department and the various event budgets;
QUALIFICATIONS

- Must demonstrate at least 4 years of prior fundraising experience;
- Must be mission oriented and be able to articulate a strong case for support;
- Knowledge of Moves Management, donor retention, and new donor acquisition strategies;
- Excellent verbal and written communication skills;
- Strong interpersonal skills in order to work effectively with people from a diverse background;
- Self starter and able to apply creative approaches to every day problems;
- Must be able to work independently as well as work effectively as part of a team;
- Ability to handle sensitive situations with tact and diplomacy;
- Strong organizational, project management, and time management skills;
- Ability to develop and manage budgets;
- Supervision skills strongly preferred;
- Familiarity with donor records databases in order to track donations and pull reports for analysis;
- Flexibility to work some evenings and weekends.

PHYSICAL DEMANDS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

The physical demands described above 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.

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this position; they do not purport to describe all functions of the position. Employees may be assigned other duties and the essential functions of the position may change or be changed as necessary.

Interested candidate should send cover letter and resume via email to employment@achievable.org. Please be sure to include the job title in the subject line.