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**ROCHESTER HEARING AND SPEECH CENTER**

**Job Title: Development Director (Full Time)**

**Job Summary**

Rochester Hearing and Speech Center has an immediate opening for a Development Director to join our dedicated professional staff, which provides services to over 12,000 clients each year. Serving the greater Rochester area since 1922, Rochester Hearing and Speech Center is one of the most experienced non-profit providers of hearing, speech-language, developmental and educational services for children and adults with unique needs. Bring your passion for helping others, along with your ability to strategize and collaborate with our Leadership Team in order to effectively foster and maintain community support of our mission. The position is part of the RHSC Leadership Team and reports to the President & CEO, offering a great opportunity as our agency is celebrating our 100th Anniversary in 2022.

**Responsibilities:**

* Shape, manage and drive the implementation of a successful fundraising strategy to support organizational and program needs, including Annual Appeal campaigns, growing a robust base of annual individual donors, cultivation of high-level donors, and foundation and corporate funding and event sponsorships.
* Collaboratively research and track grant proposals and reports focused on supporting both short term goals and long-term growth of the Agency.
* Collaborate with Marketing to communicate our Agency’s mission and voice effectively across a wide range of communication platforms, including oral, printed, and digital media.
* Act as liaison to the Chairperson of the Marketing & Development Committee of the Board of Directors, assisting in organizing, planning, and facilitating Committee meetings.
* Oversee development of organization, creation, promotion of, and participation in special event fundraising and networking.

**Supervisory Responsibilities:**

* Supervises Marketing Manager position, who is responsible for branding/key messaging, awareness, database building/maintenance, and outbound/inbound communication.

**Qualifications and Skills**

* Bachelor degree in Communication, English, Marketing, or related area; Masters a plus
* Five to ten years of professional experience in development and fundraising
* Ability to personally cultivate supporters and solicit contributions to achieve increased donor base and donations
* Ability to collaboratively prepare grant proposals, participate in Strategic Planning, and Department Budget preparation.
* Public speaking, strong interpersonal skills, ability to organize, lead and facilitate meetings, secure support for proposals and ideas, and perform successfully as a team member working in a collaborative style on shared goals.

**Technology Tools & Skills**

· Microsoft Office/Outlook 365, PowerPoint & Publisher

· Donor Database software (Bloomerang)

· Familiarity with Email/Social Media/Search Engine Marketing, Website/Marketing Analytics.

· Ability to collaborate with Marketing and critically utilize Marketing Analytics to support initiatives.

· Zoom and similar platforms

**Professional Attributes:**

* Strong interpersonal skills, enthusiasm and the ability to connect with donors, maintaining high standards of integrity, authenticity, and work ethic.
* Strong collaborative skills and ability to develop integrated Development and Marketing plans, working with the President & CEO to deliver a common voice and move the organization forward.
* Demonstrated excellence in creative solutions, organizational, and leadership skills.

COVID-19 considerations:

All employees and clients are required to wear masks when at an RHSC office or providing services to clients