



Family Promise is seeking a Full-Time Development & Communications Manager

In Delaware, 1 in 30 kids experience homelessness each year. Family Promise® of Northern New Castle County (FP) is seeking a **Full-Time Development & Communications Manager** to ensure the organization has the resources it needs to fulfill its mission of preventing and ending homelessness for families.

Having recently doubled its service capacity, FP is looking for a Manager who will achieve ambitious fundraising goals to fuel this growth, maintain its excellent reputation in the community, and contribute to its long-term sustainability. This Manager will work with the Executive Director (ED) to lead FP's efforts in:

- **Creating opportunities for generosity:** FP's annual development plan relies on strong support from individual donors and a growing corporate sponsorship program. Using fundraising best practices and FP values, this Manager will design, implement, manage, and assess the annual development plan, in conjunction with the ED and Board Development Committee. This includes cultivating and expanding relationships with individual and corporate supporters, ensuring that gifts are acknowledged in a timely manner, and reporting on outcomes to stakeholders. This position will also manage all fundraising events (setup, execution, breakdown) and fundraising campaigns.
- **Opening the door to stable housing:** Government and foundation grants allow FP to quickly help families overcome homelessness. This Manager will cultivate relationships with grant-makers, identify new opportunities, write and renew grants, and manage grant funding requirements. This position will also work with the FP team to develop program budgets and ensure those programs operate within funding guidelines.
- **Telling the organization's story:** FP drives awareness of family homelessness and its own innovative programs through a variety of print and digital materials, both visual and written. This Manager will promote FP through its website, social media platforms, email and print newsletter, videos, and other marketing materials. To do so, this position will work with staff to gather family and volunteer stories. In addition, this position will cultivate relationships with media outlets, provide tours of FP, lead information sessions, and attend community events.

The successful candidate will have the following demonstrated experience and competencies:

- Bachelor's degree or equivalent development and communication experience
- At least two years of nonprofit development/fundraising experience
- Experience with relational databases (Salesforce is preferred)
- Tech and social media savvy
- Experience with media design software (Adobe Creative Cloud preferred)



- Excellent verbal and written communication skills
- Operates with integrity and high ethical standards
- Ability to solve problems in a thorough, detailed, and organized manner
- Results-oriented

Family Promise of Northern New Castle County offers a comprehensive benefits package, including health insurance, disability insurance, Paid Time Off, and retirement savings. The approximate annual pay range for this position is \$42,000 to \$48,000, dependent on experience and qualifications.

Interested candidates can email employment@familypromisede.org with their cover letter, resume and statement of availability by May 31, 2019. Please include the words "Development Manager" in the subject line.