

## **Job Title: Development and Communications Director**

Blue Sky Fund is a local Richmond non-profit based in Church Hill. Our mission is to provide transformational experiences for urban youth through outdoor education through two core program areas - academic and adventure. The Development and Communications Director (DCD) will be responsible for developing and implementing fundraising strategies to meet the financial goals of the organization. Reporting to and in partnership with the Executive Director, the DCD will cultivate, nurture, and steward relationships with individual donors, corporate partners, and foundation supporters. The DCD will have the ownership over development planning and systems, and manage one full-time employee. A successful DCD will expand Blue Sky's relationships, secure new funding sources, and steward the success of its fundraising activities.

### **Essential duties and responsibilities:**

1. Create, implement, and manage annual Development Plan to support organization's operating budget (currently \$800,000) including:
  - a. Secure financial support from individuals, foundations, and corporations through in-person and written solicitations, grant proposals, sponsorship requests, and stewardship
  - b. Cultivate, develop, and steward ongoing relationships with donors, beyond transactional interactions
  - c. Grow and sustain base of annual individual donors
  - d. Oversee the marketing and income-sourcing of organizational fundraising events
  - e. Develop, manage, and support the Board's fundraising capacity including the management of the Board's Development Committee and Marketing Committee
  - f. Build a culture of philanthropy among staff to encourage engagement in fundraising activities
2. Set strategy for Blue Sky Fund's marketing, communication, and story-telling efforts including:
  - a. Blue Sky Fund's social media platforms
  - b. Oversee creation of the Annual Report and other print or media collateral
  - c. Set design and content expectations on website, newsletter, and other communication outlets
3. Manage the Development and Volunteer Coordinator in their duties of grant-writing, executing communications strategy, donation tracking, event-planning, and volunteer coordination
4. Provide leadership on relevant Strategic Planning initiatives including long-term funding strategies and marketing initiatives

### **Required Qualifications:**

- Passion and connection to Blue Sky Fund's mission
- 3 years of professional experience with demonstrable success, preferably in non-profit development, marketing, or sales
- Proven written, verbal, and interpersonal communication skills (writing sample will be requested from finalists)
- Strong relationship building and interpersonal skills
- Experience developing fundraising plans and strategies
- Strong attention to detail, organization, and project management skills
- Ability to take a high degree of initiative and work in positive partnership with ED, Board, and staff
- Ability to track, meet, and maintain a variety of deadlines
- Proven ability to work independently and collaboratively with different teams
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite (Gmail, Google Drive)

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### **Preferred Experience:**

- 5 or more years of professional experience with demonstrable success, preferably in non-profit development, marketing, or sales, or equivalent combination of professional experience and education
- Knowledge of the Richmond region and of its philanthropic activity
- Familiarity with donor databases (Salesforce)
- Experience in graphic design (Adobe Creative suite, Canva)

### **Job Benefits:**

- Salary range: \$50,000-\$65,000/year DOE
- Medical, dental, and vision benefits with employer contribution
- Employee Assistance Plan (EAP)
- Flexible work environment
- Professional development stipend
- Paid time off and paid holidays

### **Job Details:**

This is a full-time, exempt position based on 40 hours per week, primarily Monday through Friday, with occasional evening and weekend hours in support of the job responsibilities. Position is based in Richmond, VA.

All Blue Sky Fund employees are required to submit proof of full vaccination against COVID-19. Religious and medical exemptions will be reviewed on a case-by-case basis. Anyone granted an exemption will be required to submit a negative COVID-19 test result weekly.

Preferred start date of early January, but can be flexible for the right candidate.

### **How to Apply:**

Please fill out an online application on our website: <https://blueskyfund.org/get-involved/employment>.

If you have any questions, please contact Brittany Bailey, Operations Director, via email at [brittany@blueskyfund.org](mailto:brittany@blueskyfund.org).

**Priority will be given to applications received by November 28th, 2021.**

*Blue Sky Fund is committed to creating a diverse, inclusive, and equitable workplace in which all participants, employees, volunteers and supporters - whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability - feel valued and respected.*