



## **Now Recruiting!**

Director of Development and Communications  
Statement of Work/Contracted Opportunity  
Part-time remote position: 25 hours a week

**Position Summary:** The Director of Development and Communications is responsible for creating, implementing and managing the organizations fundraising efforts including securing funding from foundations, corporations, local businesses, service clubs, governments and individuals. Securing event sponsorships and silent auction donations. Writing and distributing newsletters, press releases and other media in an effort to keep our community engaged and informed.

### **Primary Responsibilities:**

#### **Fundraising:**

- Identify and implement short and long-term funding strategies for individuals, businesses, corporations, event sponsorships, and direct e/mail campaigns. With the Executive Director, determine specific annual fundraising goals that align with the plan.
- Spearhead corporate funding campaign through sponsorships, prepare corporate solicitation packets and make presentations to business/corporate funders.
- Ensures recognition and benefits for all donors are delivered as promoted materials.
- Utilize a variety of tools, approaches, and channels (direct mail, email, mobile, social media, donor events, etc.) and stay apprised of other cutting-edge and proven methods to increase support for organizational capacity building and new programming.
- Staff special events and assist where needed.
- Staff the fundraising committee of the Board of Directors
- Research and write grants and manage a small portfolio of funded grants.
- Maintain accurate donor records in database and acknowledge donors.

#### **Communications**

- Develop a marketing and communications calendar
- Promote programs, efforts and successes that enhance the public perception of ECHO, while engaging the entrepreneurial and business community to donate and volunteer
- Write and distribute monthly newsletter, post on social media and develop other materials to keep stakeholders engaged and informed.
- Write articles for newsletter, website, updating content, and posting on social media
- Manage a public relations intern and the work flow and assignments of position
- Assists with content on website

#### **Compensation Terms:**

Annual salary range is \$35,000 - \$40,000, DOE

**To apply, please send your resume and cover letter to Diane Quast, Executive Director**  
**[dquast@projectecho.org](mailto:dquast@projectecho.org)**