



Job Description

Job Title: ReMerge Director of Community Engagement
Reports to: ReMerge Executive Director
Status: Full time, Exempt
Date: June, 2020

Purpose of This Position:

The ReMerge Director of Community Engagement (DCE) will serve as a member of the Executive Team at ReMerge. The DCE will manage and supervise the Resource Development team, which currently includes the Community Relations Manager. The ReMerge DCE will steward relationships with existing funders; find new financial resources through research of local, state, and federal grant opportunities; plan and manage events related to fundraising; and, identify new funding streams to create long term sustainability. ReMerge is a female diversion program blending private and public funding to restore mothers and families through a comprehensive program of treatment, recovery, and hope.

The primary duties include the following:

The Director will prioritize creating, implementing, and maintaining a strategic fundraising plan which includes grants, annual appeals, fundraising events, major gift fundraising and planned giving, and efforts to develop a 6 month funding reserve and begin an endowment/reserve fund. The Director will build and maintain relationships with current and prospective donors, community partners, and key community leaders through stewardship as well as manage ReMerge events throughout the year. Finally, the Director will oversee all social media accounts and work closely with marketing professionals for guidance in creating marketing materials.

As a critical player of the ReMerge team, the Director will build and maintain relationships with staff and develop strong program knowledge in order to best represent ReMerge's work, understand program needs, and tell the stories of the courageous women we serve.

Duties and Responsibilities of this Position:

- Develop and execute ReMerge's annual fundraising plan
- Oversee event management for ReMerge
- Identify, plan, and implement major gift fundraising
- Generate funds to develop a 6 month funding reserve and develop an endowment.
- Manage and develop direct appeals
- Manage and maintain E-Tapestry
- Follow social media trends and research, create ways to communicate through social media to bring in new supporters and increase awareness about the program

- Increase public media press releases to highlight major events and bring focus to the program in creative and innovative ways; increase media from newspaper, radio and television
- Identify opportunities to highlight stories from participants to increase awareness and increase donor base
- Secure financial support from individuals, foundations, corporations, and grants
- Manage grant reporting schedule to ensure all deadlines are met
- Develop and maintain ongoing relationship with all major donors
- Assist in other areas as assigned.
- Manage and keep current release forms to protect privacy of participants

Education and Experience Required:

Bachelor's Degree in Public Relations, or related field with focus on nonprofit resource development and fundraising; experience and/or knowledge of addiction and recovery, criminal justice system, and/or justice reinvestment initiative.

Experience Required:

Community and collaborative work experience is preferred. 3 years of fundraising and resource development experience preferred; experience working with resource development software, experience with e-Tapestry a plus; Experience organizing, coordinating, and executing group events is helpful. Proven ability to be a powerful storyteller and engage with a wide range of individuals. Basic office experience, proficient in Microsoft Word and Excel with knowledge and experience in Microsoft Access. Has a willingness to learn new skills and demonstrate flexibility and comfort with ambiguity as the program continues to evolve.

Knowledge and Skills to perform this position:

- Passion for advancing the mission of ReMerge and the mothers we serve
- Ability to manage projects from concept to completion
- Ability to think critically and develop multi-faceted plans of action for achieving fundraising and community engagement objectives
- Ability to prioritize tasks in order to meet deadlines
- Excellent organization and documentation skills
- Excellent verbal, interpersonal, writing and communication skills
- Ability to establish rapport and positive relationships with colleagues, community leaders, funders, and community partners
- Ability to maintain a positive attitude toward staff, program recipients, community partners and employers, and collaborative members of the community
- Knowledge of recovery models of addiction and criminogenic behavior
- Spreadsheet design and layout
- Budgeting experience
- Accurate word processing, data entry, and use of resource development software
- Computer and typing skills
- Ability to work in a fast-paced environment
- Ability to work well in team environment
- Ability to motivate others towards achieving goals
- Ability to work independently with strong sense of focus, task-oriented, and clear sense of boundaries.

- Ability to work in a variety of settings with culturally-diverse consumers with the ability to be culturally sensitive and appropriate.
- Ability to legally operate a motor vehicle and provide own transportation.

Electronic Equipment Requirements

- Cell phone and data package is required for this position. Employee must have working cell phone and provide number to supervisor and relevant staff. Data package must be available as needed for work purposes.
- Must be computer literate and proficient in Microsoft Office; must be able to operate standard office equipment.

Supervisory Responsibilities

The Director of Community Engagement will supervise the Resource Development Team.

Attendance

Ability to comply with the organization's attendance policy as documented in the employee handbook required.

Physical Requirements and Work Environment

In the course of performing this work the staff will spend time sitting, standing, speaking and listening. Must regularly lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Must have the dexterity of hands and fingers to operate a computer keyboard, mouse, and other office equipment. The employee must have the visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the employee to perform the responsibilities and functions of the job efficiently; must be able to hear, speak and communicate clearly.

The employee will work in a smoke-free office surrounding; noise level is quiet to moderate.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.