



www.AdoptionNetwork.org

Job Posting

Director of Development and Communications – Full-Time

Department: Development and Communications

Supervisor: Executive Director

FLSA Status: Exempt

Telework: Partially Remote Available

Starting Salary: \$65,000-\$73,000

Background of Organization

Adoption Network Cleveland recognizes adoption as a complex, lifelong, and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birth parents, and adoptive parents); adoptive, kinship, and foster families; youth in foster care; foster care alumni; siblings; individuals who are donor conceived or have experienced a non-adoption DNA surprise; and the professionals who serve them. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption and child welfare practice, policy, and law.

Adoption Network Cleveland is a close-knit community with 12 dedicated staff members, 21 board members, and the invaluable support of approximately 150 volunteers each year. With a budget of around \$1M, we may be a small team, but we have big ambitions and a strong commitment to our mission.

Job Summary

Adoption Network Cleveland's Director of Development and Communications directly executes fund development activities and is the key leader of the Development and Communications Team. This person makes frequent decisions in resource development and communications that have a substantial impact on the organization's objectives, image, and success.

The ideal candidate for the Director of Development and Communications is a highly effective fundraiser, skilled relationship builder, strong communicator, experienced manager, and creative and motivational leader. This position serves as the organization's connection to people in our community and the media by providing leadership to communications and marketing efforts.

The department is comprised of three employees, including the Director, who is responsible for Adoption Network Cleveland's annual fund, foundation and government support, corporate giving, and fundraising events; a Development Coordinator who does grant writing and event coordination; and a Communications Coordinator. The Director drives meaningful and diversified growth to support the organization in achieving its mission and aligns activities to support Adoption Network Cleveland's fundraising goals and priorities, deepen community-wide awareness and support, and increase program utilization.

Primary Responsibilities

Fund Development

- Develops and implements Adoption Network Cleveland's annual fundraising plan.
- Develops and cultivates positive relationships with current and potential donors, philanthropists, foundations, corporations, and other individuals and organizations, including public officials and philanthropic groups and individuals.
- Develops and implements the organization's major gifts and planned giving strategies.
- Manages foundation relations and oversees staff responsible for research, grant writing, and grant report preparation.
- Cultivates and maintains relationships with corporate donors seeking opportunities to grow partnerships and identifies related new donors through time, recognition, communications, partnership, and amplifying benefits of the Corporate Partners program.
- Manages special events and oversees staff responsible for event coordination.
- Oversees and promotes organizational membership, including individuals, families, and organizations.
- Provides guidance and support to board members in meeting their individual fundraising goals.

Communications

- Oversees the planning, design, and execution of marketing for Adoption Network Cleveland and all the organization's programs and services.
- Determines communications strategy and oversees activities to deliver communications objectives throughout the organization.
- Oversees the design, and update of the organizational website with a focus on rich and creative content that is integrated with other digital communications – social media, monthly e-newsletter, etc.
- Develops branding initiatives. Maintains "look" and "feel" of all marketing and communications to promote consistent branding.

- Oversees the drafting and design of the Annual Report, brochures, invitations, and other printed materials.
- Utilizes data, statistics, and results to inform activities.

Leadership, Administration, and Human Resource Management

- Utilizes relevant reporting mechanisms to track monthly and quarterly development and communication activities and outcomes to the board.
- Cultivates qualified staff, models effective behaviors and skills, and builds morale among all staff and volunteers.
- Instills and maintains a climate and culture of team management and collaboration to attract, motivate, and retain a diverse staff of top-quality people. Encourages and facilitates cross-departmental interaction.
- Promotes diversity and inclusion through recruiting, selecting, developing, training, managing, and maintaining staff that represents our members, stakeholders, etc.
- Supervises and directs the work of staff and volunteers in development and communications, including helping to develop and monitor a plan for their professional growth. Staff include the Communications Coordinator and Development Coordinator.
- Participates in the Strategic Planning process and implementation.
- Serves as a strategic advisor to the Executive Director.
- Serves as an active member of the Leadership Team.

Financial Management and Legal Compliance

- Ensures systems are aligned and processes are followed for compliance with all applicable laws, licensing, funding requirements, statutes, and regulations.
- Drafts annual income and departmental budget and works with the Director of Operations and the Finance Committee to submit a proposed budget to the Board of Directors.
- Monitors departmental and organizational budgets.

Partnerships and Collaborations

- Serves, when requested, as an effective spokesperson for the organization.
- Cultivates working relationships with private and public organizations and creates opportunities for successful collaborative endeavors.

Reporting

- Designs, implements, and utilizes relevant reporting mechanisms to track monthly and quarterly activities and outcomes and submits bi-monthly and annual reports to the board.
- Attends meetings of the Board of Directors.
- Other reporting as required.

Qualifications

- A minimum of a Bachelor's degree with professional fundraising, foundation management and/or nonprofit marketing and communications experience. Master's degree preferred.
- Three-plus years of experience in development, with direct experience managing an annual appeal (required) and supporting a major gifts strategy (preferred).

- Project and staff management experience.
- Demonstrated ability to learn and effectively use communications and marketing software, including website, social media, and design software.
- A passion for the mission of Adoption Network Cleveland. Persons with lived experience in adoption, foster, or kinship care are encouraged to apply.
- Demonstrated excellence in organizational, managerial, and communication abilities.
- Proven history of solving problems and managing shifting priorities.
- Knowledge of DonorPerfect a plus.
- Excellent verbal and written communication skills, including outstanding presentation skills, strong analytical skills, and a broad awareness of community issues, organizations, and resources. Must be able to plan, organize, and prioritize multiple projects and maintain positive relations with a wide variety of people, including members of the Board of Directors, staff, volunteers, government and foundation officials, and donors.
- Culturally competent, sound judgment.
- Creative, results-oriented, self-starting, assertive, outgoing, and willing to learn.

In addition, the employee must have:

- Must have and maintain a clean driving record (driving background check conducted).
- Must have and maintain adequate automobile insurance coverage (proof of coverage required).
- Must successfully complete fingerprinting and background check.
- Must have reliable transportation.
- Must have a neat appearance.
- Must be proficient with technology, including Microsoft Office, Teams, Zoom, and email.

Work Hours

40 hours per week, flexible hours, partially remote if desired. Able to manage an aggressive schedule, working beyond 8:30-5:00 as needed. Weekend and evening work from time to time.

Compensation and Benefits

Competitive salary. Benefits include health insurance, retirement plan, short-term and long-term disability insurance, life insurance, and paid time off. Reimbursement of travel expenses.

Equal Employment Opportunity Statement

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities, decisions, or practices on the basis of race, color, religion, national origin, age, gender, gender identity, gender expression, genetic information, disability, veteran status, sexual orientation, adoption status, or any other characteristic protected by law.

TO APPLY: Send Resume and Cover Letter to HR-Dept@AdoptionNetwork.org. First consideration will be given to applicants who apply by Tuesday, May 28, 2024. The position is open until filled. Given current circumstances, we may not be able to respond to all candidates.