

## Mary Lee Foundation Employee Job Description

**Location:** Mary Lee Foundation Central Office

**Status:** Full Time

**Title:** Development and Communications  
Director

**Schedule:** 8:00 am – 5:00 pm, Monday – Friday

**Starting pay:**

**Reports to:** Director

**Benefits:** On the 1<sup>st</sup> of the month following 60 days of full-time employment, this position is eligible for Dental/Vision/Health/Life insurance. Paid Annual Leave Time can be used after the 90-day probationary period is completed

**Purpose:** The Development and Communications Director reports to the Executive Director and is responsible for planning, coordinating and assuring implementation of all fundraising and communications activities for the Foundation.

To accomplish these goals, responsibilities may include the following:

### Development

- Establish and maintain a rapport with Director and program administrators to stay abreast of current development needs within Mary Lee Foundation.
- Create and implement a diversified Development Plan that includes individual giving, corporate giving, events, grants and in-kind giving.
- Prepare monthly status reports for Executive Director and Board.
- Cultivation and stewardship of donors.
- Manage, research, develop, and write grant proposals.
- Prepare grant reports as required by funders.
- Process donations, prepare acknowledgement letters and manage donor database.

### Communications

- Manage communications for the organization including: electronic newsletters, social media and other outreach efforts.
- Serve as primary public relations representative for the foundation and maintain a rapport with other nonprofits (especially those with similar goals), donors, supporters, grantors, city/state government, neighborhood associations, local newspapers, and other media outlets.

### Volunteers

- Respond to individuals or groups requesting to volunteer and refer to relevant departments at Mary Lee Foundation.
- Occasionally coordinate and oversee volunteer activities.

\* Responsibilities are not limited to the above list and may include other duties as deemed necessary by supervisor

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_