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DIRECTOR OF ADVANCEMENT AND COMMUNICATIONS

About Peace Development Fund

Peace Development Fund (PDF) is seeking a qualified, motivated and experienced development professional to direct and manage a comprehensive development program which successfully raises \$1 million dollars annually in general support.

Position Summary

The Director of Advancement and Communications is a full-time position reporting to the Executive Director. The successful candidate will oversee all aspects of the design and implementation of a comprehensive strategic fundraising program to raise unrestricted and restricted gifts, grants and sponsorships in support of PDF's five programs, including general support and donor advised funds, support for special Initiatives, support for training and capacity building programs and directing other initiatives as they develop.

The Director of Advancement and Communications will supervise data management, administrative and communications staff, working closely with the Executive Director and Director of Administration and Finance in a senior management team.

This Director of Advancement and Communications will work with individual donors, on-line campaigns in support of annual fundraising goals, ability to travel, deep knowledge of and experience with social justice movements and grassroots organizing.

Duties & Responsibilities

Manage the Sustainability Project, a capacity building training program, to provide training and technical assistance to enrolled organizations from within the Foundation's grants portfolio.

Oversee the administrative side of the Sustainability Project in tandem with the Director of Administration and Finance, and the data management Foundation Associate(s).

Manage and implement training curriculum to select organizations, maintaining ongoing coaching and support activities, direct on-line and on-site training opportunities.

Establish and maintain working relationships with a variety of stakeholders. Work with individual donors, on-line campaigns in support of annual fundraising goals; oversee

communications supporting annual solicitations, membership appeals and other external communications with donors.

Education and Experience

- Bachelor's degree in a related field.
- A minimum 7 years development and philanthropic fundraising experience with grassroots organizing and social justice movements.
- Demonstrated proficiency using Microsoft Office, social media, internet tools, foundation directories, donor database and analysis of donor data using Blackbaud RasiersEdge/NXT software application.
- Experience managing several projects simultaneously and have a keen sense to details.
- Experience with foundation grant solicitation is desirable, as well as skills and abilities applicable to training, outreach, managing staff and interns and working in team configurations
- Demonstrable capacity building training experiences, ability to travel, commitment to training diverse communities and organizations at the grassroots level, introducing and implementing the Foundation's established curriculum.

Salary commensurate with experience, benefit package includes full medical and dental insurance along with paid holidays, vacation, sick and personal time. Flexible work schedule around business needs.

Application Instructions

Please apply your interest by submitting your cover letter, resume and three professional work references to HR@peacefund.org

Position open until filled.

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