



BYS Development and Communications Director

Reports to: BYS Executive Director

Hours: 32 - 40 hours per week

Compensation: \$32.00 per hour

Benefits: Health benefits (for employees working 20+ hours per week); matching IRA after one year; vacation, sick and holiday pay

Position Summary: Bainbridge Youth Services (BYS) seeks a dynamic, community-minded professional committed to the mental health of local youth and their families.

The BYS Development and Communications Director will lead the organization's fundraising, external communications, and marketing initiatives. This position will work to increase and diversify funding while elevating the organization's brand recognition and visibility and will ensure that the messaging is consistent and engaging.

The BYS Development and Communications Director will report to and work closely with the Executive Director in order to accomplish the goals set forth by the Executive Director and Board of Directors. The ideal candidate will be an excellent communicator with strong management and organizational skills, as well as professional experience in both development and communications leadership.

Development Duties and Responsibilities:

- Create and implement an annual development plan to meet or exceed the annual income budget.
- Develop and maintain the development expense budget.
- Work closely with the BYS Board in their role assisting BYS's fundraising and relationship goals.
- Analyze giving trends, identify opportunities and challenges, and develop plan to ensure goals are met.
- Build relationships with community stakeholders and donors to promote the organization's mission
- Lead and supervise fundraising events including volunteer recruitment, committee support, budget development and management, event planning, management and evaluation, and solicitation of event sponsorships and in-kind gifts.
- Measure and increase donor commitment levels.
- Coordinate all grant activities.
- Manage donor database, including processing of gifts, and generating reports.

Communications Duties and Responsibilities:

- Create, implement, and evaluate the annual marketing and communications strategic plan across various platforms targeting youth, donors, and community audiences.
- Build and oversee a yearly communications and marketing budget.
- Ensure all external communication pieces contain a consistent tone, brand image, and compelling message that reflect the values of BYS.
- Develop and manage the distribution of all print and electronic marketing collateral including electronic newsletters, brochures, social media content, annual reports, flyers, advertisements, and the BYS website in order to support BYS services, outreach and fundraising.

Qualifications:

- A deep commitment to the BYS mission to support the mental health of local youth and families
- Bachelor's degree in communications, nonprofit management, business, or a related field
- Excellent interpersonal, verbal, and written communication skills
- Strong leadership and organizational skills, as well as attention to detail
- Proven track record of meeting fundraising goals and securing major gifts
- Ability to build relationships and confidently ask for financial commitments
- Experience in fundraising management, special events planning and management
- Database and spreadsheet proficiency
- Working knowledge of Bloomerang Donor Management System and Canva is a plus
- Familiarity with social media platforms and social media marketing
- The ability to work independently and also in a team environment

To apply by November 27: Please send a cover letter and resume to

ExecutiveDirector@bainbridgeyouthservices.org.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.