



# DWA FANM

**COMMITTED TO THE RIGHTS  
OF HAITIAN WOMEN AND GIRLS**

Dwa Fanm P.O. Box 23505 Brooklyn, NY 11202

**Job Title:** Director of Development and Communications  
**Reports To:** Executive Director  
**FLSA Status:** Exempt

## **Job Description:**

The Director of Development and Communications is responsible for all of Dwa Fanm's fundraising activities and is a member of the senior management team of the organization. In tandem with the Executive Director, and the Board, the Director of Development and Communications will be instrumental in increasing the public awareness of the organization's mission and programs, ultimately providing a larger base for the organization's fundraising and advocacy activities. The Director of Development and Communications reports to Dwa Fanm's Executive Director.

## **Essential duties and responsibilities:**

- Retention of current donors and upgrade of gifts, acquisition of new donors (including research)
- Develop and manage all aspects of Dwa Fanm's mail program and develop strategies to increase revenue from direct marketing and e-philanthropy
- Conceptualize events; supervise the implementation of fundraising and major gift cultivation events
- Build and expand planned giving opportunities and income
- Develop plans and initiatives to implement a year-round corporate fund raising campaign
- Work with program staff to develop opportunities for maintaining, increasing and expanding private and foundation support set in annual fundraising goals

## **Build a Strong Infrastructure**

- Collaborate in the development and management of departmental budgets;
- Management of the fundraising information system so that data are timely, accurate and consistently recorded in accordance with development, finance and regulatory policies and procedures;
- Management of processes for regular reporting and for fiscal accountability (working with the bookkeeper and Office Manager);
- Oversight and refinement of acknowledgements, reports and all stewardship activities;
- Development of timelines, work plans and budgets for each event and fundraising initiative;
- Oversee and provide guidance and mentoring to development volunteers, ensuring a strong, cohesive and goal-focused development team; insure opportunities for professional development etc;
- Oversee creation of all written fundraising materials, including grant proposals, appeal letters, funding reports, etc.

## **Communications**

- Direct and coordinate public relations activities and events
- Oversee all communications pieces and ensure that timelines and deadlines are met
- Oversee website development, insure timely updates and effective use of technology
- Work with program staff to support an promote issues, develop story ideas etc
- Oversee the preparation of publications, which include newsletters, the annual report, brochures
- and press releases
- Engage and work with P.R. and Communications consultants as necessary; work to build media and other relevant relationships
- Communicate effectively, internally as well as externally, keeping staff and Board informed about fundraising and communications activities.

## **Qualifications:**

- B.A. or M.A. degree required.
- Three to four years experience in institutional giving including the development and planning of an institutional fund-raising strategy, identification of resources, grant writing, and overall stewardship of the grant-seeking process.
- Excellent written, verbal, and analytical skills necessary, as is experience working with the budget process.
- Ability to work with diverse interdisciplinary sectors such as funders, program staff, finance staff, board members, and CBO members. Must be able to gather, analyze, and synthesize information to prepare coherent and compelling materials.
- Strong leadership, administrative and organizational skills.
- Computer proficiency in Microsoft Word and Excel and a fundraising software a plus.