



Director of Development and Marketing
Job Description

OVERVIEW

The Community Fund of Darien seeks an enthusiastic, and creative development and marketing professional who is interested in working for an agency dedicated to improving the quality of life in Darien, Stamford and Norwalk by providing funding for vital human service needs. In collaboration with the Executive Director, the Director of Development and Marketing will work closely with staff, board members and community volunteers to cultivate donor relationships, manage the donor database, execute a marketing strategy, and promote the TCF brand to support the mission and programmatic initiatives of The Community Fund of Darien.

KEY RESPONSIBILITIES

Development:

Responsible for creating and overseeing all aspects of development and marketing strategies in conjunction with the organization's strategic goals

Work closely with Executive Director, board of directors, subcommittees and staff to support fundraising and marketing efforts

Identify, cultivate, solicit and steward donors and sponsorships

Connect, engage and nurture relationships by managing a portfolio of donors and conduct personal visits with donors and prospects; some time will be spent out of the office

Identify and build relationships with corporate and business sponsors. Create and pitch a menu of corporate and business sponsorship opportunities

Manage the implementation of FlipCause and Constant Contact and oversee data entry and gift processing

Manage the Development and Marketing budgets

Research grant opportunities and complete grant applications

Maintain confidentiality of all donor-related information

Marketing:

Supervise and work closely with the Graphic Design and Marketing Manager to create and execute marketing collateral

Oversee volunteers and interns working on fundraising and marketing projects

Represent The Community Fund of Darien at events

Perform other duties as assigned

QUALIFICATIONS:

Development experience preferred

Exceptional communication, writing and presentation skills; including creative marketing initiatives

Proficient in MS Office. Experience with FlipCause or similar donor database. Experience with Constant Contact

Strong execution and follow-up

Highly self-motivated, accountable and able to make decisions independently

Have a positive, "can-do" attitude; be hard-working, detail-oriented, self-motivated and flexible

A passion for TCF's mission; improving our local community through grant making, convening important task forces, and the belief that we can make a greater impact together than any of us can make alone

Here's what we offer:

A leading role in a 73-year-old organization that helps support our local community with funding goals: Basic Needs, Access to Physical and Mental Health Care, Youth Success and Workforce Development

A committed Executive Director, board of directors, and team who will partner with you in your development and marketing efforts

An engaged, motivated board that works hard, gives generously and raises funds

A team of talented employees who are passionate about working together to create an extraordinary organization and who are committed to high standards and the legacy of The Community Fund of Darien

A welcoming culture that supports camaraderie

APPLICATION:

Resume and cover letter required. Email completed application to info@communityfunddarien.org. No phone calls please.

COMPENSATION AND BENEFITS:

30 hours per week. Flexible work schedule including hybrid model of work from home and in office. Salary based on experience, skills and credentials. Benefits include generous vacation policy, paid holidays, flexible work schedule and optional 403B plan. Some evening and weekend hours required.