

Britepaths

JOB DESCRIPTION – SENIOR DIRECTOR OF DEVELOPMENT + COMMUNICATIONS

Job Title: Senior Director of Development + Communications
Reports To: Executive Director
Job Status: Full-time – 35hrs/wk
Location: Candidate must reside in Greater Washington, D.C. Metro Region, Northern Virginia preferred
Hybrid – in-office Fairfax, telecommuting

Available Benefits

Health Insurance, Life Insurance, Paid Vacation/Sick Time/Family Medical Leave, 403b Match, Flexible Schedule, Telecommuting

Mission

Britepaths is a 501c3 non-profit organization providing food and financial assistance, financial education, workforce development programming, and services for clients across Northern Virginia. Our programs stabilize clients facing economic crisis, foster personal and professional empowerment, and support the needs of children. Please see our website for our values statement. We are explicitly working to cultivate an inclusive, equitable, and diverse organization.

Role Summary

At Britepaths, we're proud of our 41-year history of meeting evolving community needs. To help us build resources and position the organization for future growth, we're seeking a highly skilled and experienced director of development and communications to join our senior leadership team. The ideal candidate will have senior fundraising and communications experience in a dynamic nonprofit setting. The role requires outstanding organizational and leadership skills – and an ability to develop and nurture strong relationships across donor sectors, synthesize data for compelling storytelling, and plan and execute a range of revenue generating and thought leadership campaigns and events.

Objectives of this role

- Collaborate with executive director in the development and implementation of comprehensive fundraising and communication strategies aligned with the organizational goals
- Steward and grow existing portfolio of government and foundation grants, corporate sponsors, and major donors to identify and pursue new funding opportunities, including grants, sponsorships, and major gifts
- Serve as a member of the senior leadership team in a highly visible internal and external capacity

Responsibilities

- Lead, mentor, and expand the Development and Communications Team, including staff positions of Community Development Manager, Donor Relations Manager, Communications Manager, and Data Architect
- Foster a collaborative and high-performing team environment while managing team performance, setting goals, and providing ongoing coaching and performance feedback
- Cultivate and steward existing donor relationships
- Build and maintain a robust donor base

- Manage a portfolio of major gift prospects
- Plan and execute donor engagement activities, including events and meetings
- Oversee the implementation of and data migration to new donor database
- Develop and deliver compelling proposals and presentations
- Create and implement a communications plan to promote the organization and its mission
- Engage board of directors in giving, fundraising, and volunteerism
- Serve as staff liaison to board development committee
- Represent the organization at community events and fundraising activities
- Support programmatic planning and communication

Required education, skills, and qualifications

- Bachelor's degree (or equivalent work experience) in nonprofit leadership, business development, or related field
- Eight (8) or more years in nonprofit fundraising/communications role
- Strong working knowledge of Greater Washington, D.C. governmental and foundation grantmaking and corporate philanthropy
- Proven track record of securing major gifts, six-figure foundation and government grants, legacy funding, and corporate sponsorships
- Masterful organization, written and verbal communication, and leadership skills
- Artful public speaking and presentation skills
- Superior working knowledge of multiple operational functions and principles, including finance, program evaluation, and team building
- Impeccable attention to detail and deadlines
- Experience in developing cases for support, business plans, and budgets

Position requires 35 hours/week, with at least 3 days/week in the Fairfax office, commensurate with an annual salary in the range of \$80,000 to \$90,000 dependent upon experience and track record. Work schedule is flexible, with core hours Monday – Friday 10am to 3pm. Reliable internet connection at home is required for telecommuting; laptop will be provided. Occasional weekend and evening work will be required. Must have own transportation. Greater Washington regional travel required.

To apply: send cover letter and resume to admin@britepaths.org.