

Director of Development and Communications

The Development and Communications Director is responsible for planning, organizing and leading all of The Arc of Spokane's fundraising including, the major gifts program, annual campaign, planned giving, and special events. The Director oversees and leads marketing and communication initiatives including agency brand campaigns, social media and communications. The Director oversees and works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors. This position supervises the Development Coordinator who supports the Director's fundraising activities. Our organization enjoys an excellent reputation for program quality and has a very positive internal culture for our employees.

Qualifications:

- Must embrace the mission of The Arc of Spokane
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Have knowledge and experience in marketing and communications techniques.
- Possess the skills and aptitudes to work with a motivate, staff, board members and other volunteers.
- Have a desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit follow through on tasks and goals.
- Display a positive attitude, show concern for people and community, represent The Arc's mission, demonstrate presence, self-confidence common sense and good listening ability.
- 3-5 years minimum experience in professional fundraising.
- A bachelor's degree is preferred.

Full-time, M-F 8:30am -- 5:00pm, some evening meetings and weekend event(s).
Exempt position, \$40-50K, DOE, with great benefits.

Applications are available at our office, or can be downloaded and submitted at www.arc-spokane.org/human_resources. Please submit cover letter, resume and completed application to The Arc of Spokane, 320 E. 2nd Ave, Spokane, WA 99202. Applications will be reviewed in order received. Position posting closes Friday, 04/27/18 at 5pm.