



Bacon Street Youth and Family Services

Job Title: Director of Development and Communications

Reports to: Executive Director

FLSA Status: Exempt, salaried position

FTE: 1.0 FTE (full time or 40 hours/week)

Salary Range: \$50,000 – \$70,000 DOE

Bacon Street Youth and Family Services (BSYFS) seeks an enthusiastic professional to join our team! The Director of Development and Communications leads all fundraising and public relations activities for the organization. The Director of Development and Communications serves as a member of Bacon Street's leadership team and works closely with the Board of Directors, Executive Director, and program staff to determine agency and program needs and to develop and implement appropriate strategies to generate revenue and awareness for the agency. The Director of Development and Communications has a direct impact on the organization's fundraising and development activities and messaging.

To apply, please send a resume, cover letter, and three references to Kim Dellinger, Executive Director, at kdellinger@baconstreet.org.

Primary Responsibilities

- Creates and implements all aspects of an annual development and communications plan that addresses fundraising and public relations goals and strategies for Bacon Street.
- Maintains professional and friendly relationships with individual donors, corporate sponsors, and corporate and foundation grantors.
- Manages the grant process in coordination with a grant writer, which includes maintaining the grant calendar, grant applications, outreach to foundations, and prospect research for programs.
- Ensures that gifts and grants are used according to donor intent. Provides regular and required donor/grantor reports.
- Ensures that all gifts are recorded, entered in the database, and acknowledged in a timely manner.
- Enhances existing relationships and builds new relationships, processes, and programs.
- Plans and executes the agency's annual fundraising gala.
- Creates regular and engaging donor communications, including newsletters and annual report.
- Prepares and presents regular reports on progress towards fundraising goals.
- Creates consistent communications and marketing materials, including print, digital, and social media content.
- Supervises the Community Outreach Coordinator.

Qualifications/Skills & Knowledge Requirements

- Bachelor's degree required.
- Minimum of five years of fundraising experience in a nonprofit environment.
- Able to articulate strategies for soliciting and cultivating gifts and sponsorships.
- Proven ability to speak and write in a concise and persuasive manner.
- CFRE certification is a plus but not required.
- Demonstrated knowledge of sound and ethical fundraising principles.
- Detail oriented, flexible, able to prioritize multiple tasks, and meet deadlines.
- Collaborative team player.
- Ability to work independently and accomplish complex tasks in a timely and successful manner.

- Google Workspace including Google Docs, Sheets, etc.
- Microsoft Office including Excel, Word, PowerPoint and Outlook.
- Donor database knowledge (Little Green Light preferred).

Environment/Physical Demands

The selected Individual should be able to lift at least 25 lbs, and be able to manage stairs. The successful candidate will be required to work extended hours, including early mornings, evenings, and weekends, as required to complete projects or attend meetings/events. Frequent travel is expected.

About Bacon Street Youth and Family Services

Founded in 1971, Bacon Street Youth and Family Services is a private, not-for-profit organization that provides counseling, prevention programs, and community education to adolescents, young adults, and families affected by substance use and/or mental illness. Bacon Street serves youth and families in James City County, Williamsburg, York County, Poquoson, Newport News, Hampton, and Gloucester and Mathews Counties.

Our mission is to create healthier families and more resilient youth through evidence-based behavioral health and substance use services for adolescents, young adults, and their families. Our work centers on mentorship, advocacy, support, healing, listening, and empathy. At Bacon Street, we are here to help free of judgment and full of compassion.

For more information about Bacon Street, visit: www.baconstreet.org. *Bacon Street Youth and Family Services is an Equal Employment Opportunity/Affirmative Action employer.*