



Job Opportunity

Title: Development & Communications Director
Department: Development & Communications
Supervises others: Yes
Reports to: Chief Executive Officer

Position Type: Full-Time; Exempt
Salary Range: \$65,000 - \$90,000
Benefits: Full-time benefits package
Location: 919 E. Jefferson St., Phoenix, AZ
Remote Eligibility: No
Telework Eligibility: Yes (40%)

POSITION SUMMARY

The Development and Communications Director is the lead for building partnerships and relationships with individuals, foundations and corporations that produce financial support for the programs, operations, and growth of Rosie's House. This role is responsible for the planning, development, implementation, and management of all fundraising strategies and activities. The Development and Communications Director will partner with the Chief Executive Officer (CEO) and the Board of Directors on their fundraising priorities. The Development and Communications Director will manage their own portfolio of individual and institutional major gift donors and will lead Development and Communication staff in achieving their fundraising goals and other responsibilities. This role leads on securing \$1.2 million annually in addition to achieving the *More than Music* campaign goal of \$6.5 million (\$4.5 secured to date with campaign completion slated for September 2022).

RESPONSIBILITIES INCLUDE

Institutional Direction and Personnel

- Creates a strong sense of team and transparency with Chief Executive Officer, staff, and Board of Directors
- As a member of the Leadership team, continually identify trends that provide the foundation for future services, strategic initiatives, and organizational culture
- Develops, in partnership with Leadership team, a broad constituency in the community and create partnerships to pursue joint funding opportunities
- Directs support staff (1.5) in goal actualization, time management and professional development

Development Responsibilities

- Develops annual Strategic Development Plan which provides strategies for all aspects of the giving program including prospect identification, qualification, cultivation, solicitation, and stewardship
- Establishes annual and long-term revenue goals with a focus on sustainability and growth
- Communicates monthly revenue reports to Leadership team, staff and Board of Directors
- In collaboration with staff, actualizes all strategies for the giving program
- Collaborates closely with CEO and Board of Directors in the cultivation, solicitation, and stewardship of new and past supporters with major giving capacity
- Oversees grant proposal process including writing (as needed), editing, and collaborating with team members on submitting Foundation and Corporate grant proposals
- Leads special event fundraising and appropriately empowers board members, committee members and staff to execute special events

More than Music Campaign Responsibilities

- Collaborates closely with campaign counsel, cabinet, CEO and Board of Directors in securing campaign gifts
- Writes solicitation proposals and develop tour presentations to facilitate foundation, corporate and individual investments in campaign
- Leads, in tandem with campaign counsel, weekly campaign staff meetings
- Directs staff in campaign administration activities including mailings, pledge reminders, and maintaining accurate campaign records

Communication Responsibilities

- Develops annual Strategic Communications Plan
- Leads on brand positioning and strategy
- Directs creation of compelling collateral and content including advertisements, newsletters (print and online), direct mail, email, invitations, annual reports, website updates and social media
- Oversees the development of messaging for variety of audiences including current and new donors, corporate partners, current families and prospective students

Special Event Responsibilities

- Produces, in tandem with staff, organization signature events including concerts, fundraisers, and cultivation activities
- Oversees management of annual fundraising event, the *Ovation Gala*, and alongside Gala Committee maximizes revenue and cultivation opportunities

ESSENTIAL QUALITIES

You will succeed at this role if:

- You have a strong leadership presence and are a persuasive and passionate communicator
- You have the confidence to initiate and build meaningful and genuine relationships
- You have strong self-motivation and discipline to set and exceed goals
- You have a thorough understanding of fundraising best practices

EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree or equivalent experience. CFRE strongly preferred
- 5 years direct experience in non-profit fundraising
- Experience with five and six figure level donors, track record of prospecting, qualifying, cultivating and soliciting major gifts
- Demonstrated success in achieving and exceeding fundraising goals
- Direct experience in messaging, content creation, design and communication strategies

BENEFITS

Time Off: Rosie's House offers generous vacation benefits starting with 14 days of paid vacation per year, with increases every three years for up to 21 days paid vacation. Rosie's House also recognizes 9 Holidays that can be flexed according to an employee's personal or religious beliefs.

Health Care, Short/Long-Term Disability and Life Insurance: Rosie's House offers 100% employer paid medical, dental and vision premiums for full-time staff members on our base plan. Rosie's House also carries short- and long-term disability insurance and offers a life insurance policy to full-time employees.

Retirement: Rosie's House offers a 401k plan option with matching funds available.

HOW TO APPLY

Please submit your cover letter, resume, Employment Application to employment@rosieshouse.org using **Development & Communications Director** and your name in the subject. The Employment Application can be found on the [Rosie's House website](#).

Rosie's House is committed to creating a safe environment free from abuse of any kind. Rosie's House has policies that safeguard our students including Sexual Abuse Awareness Training, Screening Process and Criminal Background Check for all faculty and staff members before employment begins.

Conditions: This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. Company reserves the right to revise the responsibilities or to require other or different tasks be performed at any time.

Rosie's House believes that a diverse staff is necessary to achieve the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. As an **Equal Opportunity Employer**, Rosie's House will not discriminate against an employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

MORE ABOUT US

At Rosie's House our work culture is supportive, collaborative, transparent and mission focused. Rosie's House employs seven full-time staff, 23 part-time highly trained music educators, and has an annual operating budget of approximately \$1,200,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community.

Providing over 500 students, grades 1-12, with lesson opportunities in piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, Rosie's House is one of the largest 100% free music programs nationwide. Our mission is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential.

For more information visit www.rosieshouse.org