



Position Title:

Reports to:

Status:

Created:

Development Director

Executive Director

Exempt

January 2023

Approved:

Bristlecone Recovery Center is a 501(C)3 nonprofit organization that has been providing evidence-based substance use, cooccurring mental health and problem gambling treatment since 1964. Currently, Bristlecone owns and operates out of a four-story building built in 1975 on the corner of Wells and Mill Streets in Reno, Nevada. In 2012, Bristlecone purchased this existing property, and its two out buildings, with the hope of someday expanding our services. Now is that time. We are converting one of the outbuildings on our current campus into a 20-bed withdrawal management (detox) facility, and turning a second building into a women's mental health / trauma unit. It is an exciting time at the Cone!

Primary Function:

This position will build relationships and secure financial support from current and prospective donors, vendors, and business partners. This includes writing grant proposals, reports to corporate, foundations and government funders. Also the development and implementation of a comprehensive marketing and public relations strategy.

Essential Responsibilities:

General Fundraising:

- Develop, implement and manage an annual fundraising calendar of major events and initiatives.
- Provide detailed reports about the status of fundraising efforts to the board, Executive Director and leadership staff on a regular basis.
- Manage fundraising activities by ensuring that the appropriate systems and procedures are in place to support fundraising goals.
- Develop and manage budgets of fundraising events and campaigns.
- Prepare and/or oversee all direct mail letters and sponsorship proposals required to support fundraising.
- Assist with public relations activities that may include contacts with businesses, media, community organizations and other groups.
- Make donor stewardship a priority by ensuring that all donors receive regular communication, are appropriately acknowledged, and maintaining records of donated gift/grants.
- Support the Executive Director in all fundraising activities

Public Relations:

- Develops short and long-term marketing and public relations plans with definitive objectives and strategies.
- Manages all marketing and communication efforts for Bristlecone and its programs.
- Develops and coordinates media release for print, radio, and television.
- Is the primary point of contact for all media sources and serves as agency spokesperson on appropriate issues.
- Develops legislative agenda and works with various coalitions and collaborative on issues related to addiction treatment and prevention.
- Coordinates, implements, and participates in media events and promotions.
- Prepares quarterly newsletter.
- Articulates the agency's message, communicating it to all internal and external stakeholders.
- Designs and oversees the creation of all marketing and public relations materials.
- Responsible for the content and maintenance of the Bristlecone website.
- Works closely with agency staff on developing program related materials.

Internal Responsibilities:

- Remains respectful and supportive of the client's recovery and treatment plan.
- Has working knowledge of the programs provided.
- Responsible for integrating into daily operations the core values and mission of the organization.
- Demonstrates a thorough understanding of 42 CFR Part 2 and CFR 45 (I-IIPPA).
- Maintains data and reports for grant compliance as required.
- Adheres to BFR's Code of Ethics.

Internal Contacts:

This position frequently interacts with the management staff, Board of Directors, treatment staff, administrative staff, clients and program consultants.

External Contacts:

This position interacts with outside contracted agencies, i.e. payroll systems, insurance agents, regulatory agencies, representatives, and other HR companies.

Desired Qualifications:

1. Bachelor's degree preferred.
2. Three to five years of proven experience managing donor campaigns, annual gifts, grant writing, corporate sponsorship and foundation giving, direct mail, and special events.
3. Three years of demonstrated experience in managing people and budgets.
4. Ability to work in a hands-on environment with limited resources.
5. Experienced strategist with demonstrated ability to speak in public.
6. Computer literacy and knowledge of Donor Perfect is highly desirable.

7. A strong commitment to Bristlecone's mission to help people overcome addiction.
8. Excellent interpersonal and collaborative skills.
9. Strong written and communication skills.
10. Self-starter; able to work independently, and as part of a team.
11. Excellent organizational skills

Salary Range: \$55K to 65K DOE plus bonuses.

TYPICAL PHYSICAL REQUIREMENTS

- Sit: Must be able to remain in a stationary position for extended periods of time.
- Standing: Particularly for small periods of time.
- Walking: Moving about on foot to accomplish tasks.
- Climbing: Occasionally ascends/descends stairwells.
- Light work: Occasionally lifting up to 10 lbs.
- Talk/Hear: Expresses or exchanges ideas with staff. Accurately communicates with staff and outside agencies.
- Use of hands/fingers: Regularly operates computer equipment, such as computer, copy machine, telephone. Often inspects files, paperwork & reports.

Working Conditions:

1. Reports to work the required number of hours per week and on an as needed basis.
2. Must be responsive to program concerns/emergencies.

Bristlecone assures that anyone who applies for employment or accepts employment with this agency will not be discriminated against because of race, color, sex, religion, physical handicap, national origin, political affiliation or marital status. This is in conjunction with Bristlecone Affirmative Action Plan.

Employees are allowed access to their personnel file upon request to the Human Resources Manager, Supervisor and Director.

I have read and understand all aspects of this job description. By signing this description I am acknowledging my job duties and responsibilities.

Employee Signature

Date

Employee Print Name

Human Resources

Date