

THE OPPORTUNITY!

Amachi Pittsburgh (Amachi) seeks a full-time, skilled, engaging, and dynamic mission-aligned **Director of Development & Communications (DDC)** to join its highly talented team as they enter their 20th year of dedicated service to children and families impacted by incarcerated parents. The agency takes its name—and inspiration—from the Nigerian Ibo word, amachi (ah-mah'-chee), which means, “Who knows what God has brought us through this child?” as it affirms the potential that exists within every child.

As a Sanctuary® Certified agency, Amachi employs trauma-responsive strategies through the lens of racial equity and justice to help empower those most vulnerable to the school-to-prison pipeline. Working strategically with community partners, Amachi has a proven track record of equipping children and families to heal, grow, and thrive through mentoring, family strengthening and reunification support, advocacy, and policy engagement.

Reporting to the Executive Director, the DDC must be an experienced professional with an established background in coordinating and securing multiple streams of nonprofit fundraising revenue while also managing external communications. The DDC is responsible for working in partnership with the Executive Director to ensure \$1.6 million in annual revenue. Currently, 40% of revenue comes from government grants and contracts, and the remainder from varied sources, including 38% from foundations, 17% from special events; and 5% from individuals.

This DDC will further refine and implement a broad range of communications/marketing activities (social media, print, digital advertising) to advance Amachi’s position with relevant audiences, driving broader awareness of programs and services within the community and increasing donor and funder support.

The Ideal Candidate:

- Is an experienced, self-driven, results-oriented, compassionate, and collaborative fundraiser with a commitment to the mission of Amachi and ethical practices.
- Can effectively build and maintain strong relationships with a variety of personalities and demographics among donors, volunteers, board members, alumni, and staff.
- Has a demonstrated track record of multitasking, prioritization, working independently, and adapting well to change within a fast-paced environment.
- Has strong oral and written communication skills and a thorough understanding of the mission and work of Amachi as an equity-driven organization.
- Has demonstrated success in creating and promoting a diverse, inclusive, and respectful workplace environment that centers all people within the principles of the

trauma based Sanctuary® model.

- Will prioritize growing individual giving through donor cultivation, annual donor appeals, donor meetings, regular communications, and accurate data recording.

Preferred Qualifications:

The DDC will lead and grow a culture of individual giving, secure diverse revenue streams, cultivate community relationships to enhance donor engagement, and coordinate and execute strategic fundraising and communications initiatives, activities, and special events. In partnership with the Executive Director, a creative and mission aligned team, Board of Directors, volunteers, and alumni participants, the new Director of Development and Communications will be well supported!

- A minimum of five years leadership experience in a nonprofit environment, or philanthropy, ideally in a youth-serving environment overseeing multiple programs or contracts ideally at an organization serving diverse, low-income youth or communities.
- Passion for the Amachi mission and vision and an ability to communicate this passion to others.
- Demonstrated experience managing a high-performing team in a multicultural structure to include professional development and mentorship.
- Demonstrated ability to analyze and compile complex data for planning and reporting purposes.
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.
- Strong relationship builder with the ability to find common ground, build consensus and strengthen collaboration among diverse stakeholders.
- Ability to successfully navigate in a fast-paced, outcomes-driven, and entrepreneurial environment.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Must be flexible to accommodate job responsibilities (including ability to work some evenings/weekends as required).
- Experience working with collaborative partners, mentoring programs and/or family-centered, strength-based service provision.
- Experience motivating and supporting others.

Essential Responsibilities:

- In coordination with the ED and leadership team, play a key role in the overall development, strategic planning, service delivery, and management of the organization.
- Work with leadership to guide and coach staff on being accountable to budget management, proactively engaging in planning to achieve organizational and grant-related goals and monitor progress monthly.
- Contribute to the development and implementation of Amachi's strategic planning

efforts in collaboration with the leadership team.

- Coordinate Amachi's Board Development Committee, reporting on YTD revenue and development activities
- Deploy resources efficiently and effectively while working with staff to uphold work-life balance.

Fund Development:

- In partnership with the leadership team, identify, draft, and submit appropriate grant proposals.
- Maintain accurate donor and grant reporting filing systems within Salsa and Grantseeker complete with proposals, report drafts, deadlines, and appropriate supporting contact information.
- Maintain monthly grant check-in meetings with the leadership team to communicate individual and large donor prospects, pending proposals, and reporting deadlines.
- In partnership with financial staff, review appropriate grant spending monthly.
- Monitor community trends and identify opportunities for cultivating relationships with existing and potential funders.
- Create and leverage consistent messaging to equip board of directors and staff to support ED, who will continue to serve as main point of contact for funders and the board of directors.

Preferred Education & Skills:

- BS or BA (Masters preferred) from an accredited college or university in a related field or 10 years of equivalent experience.
- 5-7 years of demonstrated ability or experience with fund development experience, preferably in the nonprofit sector.
- Act 33/34 and FBI clearances.
- Proficient with technology on a variety of platforms including: Salsa CRM and Engage, QuickBooks Online, Microsoft Office Applications, SharePoint, social media applications, Zoom, Google Suite, Teams, Constant Contact, Mailchimp, or other similar platforms.
- Valid PA driver's license with a clean driving record and a reliable personal vehicle.

The salary range for this position is \$65,000 to \$80,000, based on commensurate experience. A competitive benefits package is also offered. If making a significant impact in the lives of children and families impacted by familial incarceration appeals to you, we'd love to hear from you!

Application Process:

- 1. Please submit a resume and cover letter outlining your experience and why Amachi.**
- 2. Early submissions are encouraged and applications will be reviewed upon receipt.**
- 3. Interviews will be ongoing until the position is filled.**
- 4. Applications will be accepted on a rolling basis through February 15, 2024.**

Amachi has partnered with KAVA Consultancy to lead this search. Please forward all inquiries, questions, and complete applications to Lois Mufuka Martin, Managing Partner, at LoisMufukaMartin@KavaConsultancy.com.

Amachi Pittsburgh is an equal opportunity employer where diversity and inclusion are core values. Amachi seeks equity for all without regard to economic status, class, race, sexual orientation, gender identity, religion, sex, national origin, age, marital status, disability, or genetics. All applicants are encouraged to apply.