



Family Promise NNCC is seeking a Full-Time Development and Marketing Manager

Family Promise of Northern New Castle County (FPNNCC) prevents and ends homelessness for families with children by engaging faith-based congregations, volunteers and donors.

Overview of Position:

Family Promise NNCC is expanding to help even more families with children. This position is essential to growth and long-term sustainability. The Development and Marketing Manager is responsible for grant writing and management, fundraising, marketing and stewardship activities. S/he will help maintain our positive reputation and achieve ambitious fundraising goals to ensure the organization has financial resources to fuel growth.

Key Responsibilities:

Community Relations/Communication/Marketing (25%):

- Promote Family Promise NNCC's image in the community via web, visual, written materials.
- Cultivate relationships with businesses, individuals, media outlets and foundations that will create new sources of philanthropic support for FPNNCC along with Executive Director.
- Ensure Family Promise NNCC has web presence, including social media and e-blasts.
- Provide tours of Family Promise and information sessions to raise awareness of FPNNCC.
- Gather stories of guest and volunteers to use for marketing purposes.

Individual Giving Cultivation & Stewardship (35%):

- Implement, manage, and assess the development plan, catered to individual giving.
- Cultivate, steward, and expand relationships with donors, providing excellent service rooted in fundraising best practices and FPNNCC values.
- Report to donors on use of gifts, arrange meetings with donors, and help celebrate/acknowledge gifts.
- Ensure appreciation/thank you notes/tax receipts/phone calls are completed in a timely fashion.
- Responsible for all aspects of fundraising events and friend-raisers.
- Send out targeted direct mail and e-mail campaigns.
- Maintain donor database, entering new donors, contacts and donations/grants. Ensure database is accurate, updated regularly and data is reportable.
- Engage and lead the development committee in stewardship and marketing efforts.

Grant Administration (35%):

- Grant-writing and grant reporting, including program outcomes.
- Maintain relationships with foundation partners as well as government partners.
- Work with case management team to operate within grant reporting and funding guidelines.

Administrative (5%):

- Answer calls from prospective donors (financial, item donations).
- Answer door and collecting new donations, greeting families, etc.
- Maintaining system capturing donations, grants, pledges, billings and receipts.
- Additional responsibilities as needed.



Preventing and ending homelessness for families

The Development and Marketing Manager will possess the following knowledge, skills and abilities:

- Excellent communication skills, both verbal and written.
- Fundraising experience, specifically individual giving cultivation is a must.
- Have a positive, energetic, 'get-it-done' attitude.
- Be personable and professional with the ability to interface with diverse constituents, including government, corporate and faith-based partners.
- Outstanding organizational, judgment and problem solving skills. Solid intuition is a must.
- Excellent computer skills, including tech, database management and social media experience.
- Experience with website design, Adobe Creative Cloud and Salesforce preferred.
- A track record of setting up systems to get things done. Can self-manage and focus on multiple projects/ deadlines at the same time; attention to details.
- A commitment to high professional ethical standards, discretion, and confidentiality. Operate with professionalism, integrity and honesty.
- Able to lift up to 25 pounds.
- Have a Bachelor's Degree.
- Have experience with a growing organization, evaluating opportunities and capitalizing only on the ones that align with growing our mission.

Work Environment & Measuring Success:

- The Development and Marketing Manager reports to the Family Promise NNCC Executive Director.
- Family Promise is comprised of a small staff and a large pool of volunteers.
- The staff offices are located in the Day Center for the hospitality shelter network.
- This position's success is measured by: fundraising benchmarks, expanding brand/marketing reach, and increased success in keeping families together in a safe environment.

Compensation

- This is a full-time position with benefits: health insurance reimbursement, generous PTO, retirement match; salary range is mid \$40ks based upon experience.
- Mileage reimbursement for work-related car travel.

Application Instructions: Applicants will *email* employment@familypromisede.org: cover letter, resume and statement of availability. Please include the words "Development and Marketing Manager" in subject line.