Director of Development

Position

Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will spearhead development efforts as New Life SIWD Nonprofit continues to grow. A new position in the organization, the Director will have the opportunity to build the development function.

Responsibilities

Develop and execute New Life SIWD Nonprofit's annual fundraising plan
Secure financial support from individuals, foundations and corporations
Manage the implementation of Raiser's Edge and oversee staff responsible for data entry and gift processing
Develop and maintain ongoing relationships with major donors
Creating and executing a strategy for a large sustained base of annual individual donors
Overseeing organization of special events
Developing and tracking proposals and reports for all foundation and corporate fundraising

Sincerely,

Adrian Hill Executive Director
Job Title: Marketing Manager  Department: Marketing
Reports To: President

SUMMARY
Plans, directs, and coordinates the marketing of the organization's products and/or services by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
Develops and executes marketing plans and programs, both short and long range, to ensure the profit growth and expansion of company products and/or services.

Researches, analyzes, and monitors financial, technological, and demographic factors so that market opportunities may be capitalized on and the effects of competitive activity may be minimized. Plans and oversees the organization's advertising and promotion activities including print, electronic, and direct mail outlets.

Communicates with outside advertising agencies on ongoing campaigns. Works with writers and artists and oversees copywriting, design, layout, paste-up, and production of promotional materials.

Develops and recommends pricing strategy for the organization which will result in the greatest share of the market over the long run. Achieves satisfactory profit/loss ratio and share of market performance in relation to pre-set standards and to general and specific trends within the industry and the economy. Ensures effective control of marketing results and that corrective action takes place to be certain that the achievement of marketing objectives are within designated budgets.

Evaluates market reactions to advertising programs, merchandising policy, and product packaging and formulation to ensure the timely adjustment of marketing strategy and plans to meet changing market and competitive conditions.

Recommends changes in basic structure and organization of marketing group to ensure the effective fulfillment of objectives assigned to it and provide the flexibility to move swiftly in relation to marketing problems and opportunities. Conducts marketing surveys on current and new product concepts. Prepares marketing activity reports.

Sincerely,
Adrian Hill
Executive Director

Commented [AH1]:

One Life To Live, One Time To Give
Job Description Operations Manager
Reports to: Executive Director

Job Summary

The Operations Manager will be responsible for day-to-day operations, managing the organization’s HR, helping and creating organizational and program budgets in collaboration with the ED and Program Supervisor, Reporting to the ED and serving as a member of the Management Team this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organizations financial and operations functions.

Working with the management team, the position also contributes to the development and implementation of organizational strategies, policies and practices. This position will also interact with the Board of Directors.

Duties and responsibilities

• Communication - Monitor, manage and improve the efficiency of support services such as IT, HR, Accounts and Finance. Facilitate coordination and communication between support functions.

• Risk Management - Oversee organizational insurance policies. Ensure health and Safety committee meetings are held and tasks assigned.

• Human Resources – Working with the ED plan the use of human resources. Assist in recruitment and placement of required staff; establishment of organizational structure; delegation of tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance in partnership with the ED.

• Strategic Input - Liaison with Board and ED. Assist in the development of strategic plans for operational activity. Implement and manage operational plans.

• Coordination and Supervision - Coordinate, manage and monitor the workings of various departments in the organization.

• Best Practices - Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.

• Financial - Review financial statements and data. Utilize financial data to improve efficiency. Prepare and control operational budgets. Control inventory. Recommend effective strategies for the financial well-being of the New Life SIWD.

Sincerely,
Adrian Hill Executive Director
Job Duties and Tasks for: "Public Relations Specialist"

1) Prepare or edit organizational publications for internal and external audiences, including employee newsletters and stockholders' reports.

2) Respond to requests for information from the media or designate another appropriate spokesperson or information source.

3) Establish and maintain cooperative relationships with representatives of community, consumer, employee, and public interest groups.

4) Plan and direct development and communication of informational programs to maintain favorable public and stockholder perceptions of an organization's accomplishments and agenda.

5) Confer with production and support personnel to produce or coordinate production of advertisements and promotions.

6) Arrange public appearances, lectures, contests, or exhibits for clients to increase product and service awareness and to promote good will.

Sincerely

Adrian Hill Executive Director