



Director of Development & Communications

Are you committed to making a difference in the world?

If so, consider joining the dynamic senior management team at The Fishing School (TFS). Founded in 1990 by former DC Metropolitan Police Department Officer Tom Lewis, TFS is a youth development organization serving students and families in systemically disadvantaged communities of Washington, DC.

About The Fishing School: The Fishing School is a nationally recognized out of school time organization working with under-served youth and their parents in Washington, DC. Through out-of-school time programming, TFS provides academic instruction, tutoring, homework assistance, life skills training, recreation, and cultural enrichment. The philosophy of TFS is inspired by the adage, “*If you give a man a fish, you will feed him for a day. Teach him how to fish, and he will feed himself for a lifetime.*” For more information, please visit www.fishingschool.org.

About the Position: The Fishing School is currently seeking a driven, passionate, creative and skilled development professional to serve on our senior management team. The Director of Development and Communication will lead all efforts to raise the organization’s annual budget of \$1.7 million. The Director of Development and Communication reports to the Executive Director, and works closely with the board of directors, senior managers, funders, program staff and other key stakeholders. The position supervises a Development Operations Manager, Development and Communications Manager, consultants, development interns and volunteers.

Primary Responsibilities:

- Develop and implement a comprehensive development strategy to include individual donors, young professionals, online giving, giving circles, corporate, foundation, government grants, special events, CFC, etc.
- Management oversight of implementation of TFS’s Communication Plan, improving brand and increasing visibility of TFS; website maintenance, social media strategy, and other marketing.
- Management of media relations as executed by team members.
- Oversee the development and execution of all funding proposals and grant reports; manage a system for writing and archiving all proposals with a long-term relationship-management approach; oversee tracking of proposals and reports for all foundation, government and corporate donors.

- Research funding sources and trends, with foresight, to help position TFS ahead of major funding changes or trends.
- Management oversight for Raiser's Edge and staff responsible for data processing and donor management.
- Monitor all donor information; provide and present relevant data and statistical analysis to the Executive Director and board of directors.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Monitor and report regularly on the progress of the development program.

Qualifications:

- **Development/Fundraising:** Proven, quantifiable success in development for a nonprofit organization.
- **Project Leadership:** Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors.
- **Entrepreneurial Spirit:** Takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
- **Communications:** Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences.
- **Influencing:** Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders
- **Collaboration:** Effective at working with others to reach common goals and objectives
- **Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally.

HOW TO APPLY

Interested applicants must submit a cover letter outlining your relevant experience and interest in the position, a current resume, a salary history for your last three positions, and two writing samples to employment@fishingschool.org. **Incomplete application packets will not be considered.**

BENEFITS

Competitive salary, retirement plan, health, dental, vision, short and long-term disability, vacation, sick leave

PROFESSIONAL LEVEL: Managerial

MINIMUM EDUCATION REQUIRED: 4-year degree