



Job Description

Job Title: Director of Development and Community Outreach (DD)
Classification: Exempt
Reports to: Executive Board of Directors
Compensation: \$35,000 - \$50,000
Date: October 23, 2020

About Autism Pensacola

Connecting Families to Answers that Matter.

We are Autism Pensacola, a Florida 501(c)3 non-profit organization serving the families of Escambia and Santa Rosa counties. Since 2002, we have served individuals and families affected by autism as the leading connector and resource for autism support, advocacy, education and networking opportunities in the Pensacola Bay Area.

Through active engagement with our community, Autism Pensacola aims to:

- Educate the general public about autism
- Serve as a support group and network for parents and professionals
- Provide information to parents and professionals regarding the diagnosis, education and treatment of persons with autism
- Advocate for, and obtain, better services for the citizens of the Pensacola area who are affected by autism
- Provide social opportunities for people with autism through camps, activities and enriching programs

As a community connector, we are a beacon of light in the darkness, and a source of answers in all the uncertainty. Along with our partners, members and supporters, we are connecting people to answers that matter, working to improve lives and livelihoods, one family at a time.

We want to change the way our community thinks and feels about autism. Relationships drive our mission to maximize access to the best care and support for individuals and families affected by autism. As the largest network of parents, physicians and supporters in the community, we are helping families maximize and realize their potential to prosper, shifting the conversation from mission impossible, to mission achievable. Together, we help families connect the pieces.

Mission Statement: We are hope, love, compassion, and a voice of empowerment. As navigators, advocates, and educators, we demystify the autism diagnosis and connect those impacted by autism to a full circle of resources—from early diagnosis and education to support for the quality of life of adults—who then contribute back to our mission.

Pillars of Autism Pensacola:

- Hope
- Acceptance
- Commitment to education
- The power of advocacy
- Empathy
- Professionalism
- Tenacity
- Inclusivity

Summary/Overview

The **Director of Development and Community Outreach (DD)** is responsible for implementing and managing systems and processes to meet the logistical and operational needs for fundraising at Autism Pensacola. Reporting to the Executive Board, the DD is responsible for overseeing the core organization fundraising operations which include review of all incoming transactions, gift processing, and donor receipting/acknowledgement. The DD must have the ability to establish and nurture relationships with donors, interact with community leaders, key partners, and all levels of staff, volunteers and board members.

Essential Functions

Stewardship

- Work with the Executive Board and other staff to determine annual fundraising goals.
- Implement an annual fundraising plan and calendar with donor stewardship, solicitation plans and corresponding activities
- Prepare solicitation materials for donors and corporate sponsors based on their donation history, interests, resources, and philanthropic preferences
- Implement new and innovative strategies to increase individual and foundation giving sources to meet organizational growth needs

- Execute other appeals as needed (micro-campaigns, peer-to-peer fundraising, etc.)
- Understand and maintain accurate records and donor information in Salesforce, QuickBooks, donor managements system and any other applicable programs as needed.

Donor Support and Recognition

- Ensure proper and timely recognition of donors and ongoing stewardship
- Leverage API resources to develop and implement personalized strategies for donor cultivation, stewardship, and recognition for individuals, families, foundations, and corporations

Community Outreach

- Represent Autism Pensacola at corporate and community functions to cultivate potential and current donor relationships within the community to increase local participation and fundraising activities.
- Actively engage Board of Directors in fundraising efforts.
- Establish and maintain effective relationships with local, state, and governmental agencies as needed.
- Provide opportunities for Civic and Community Leaders to participate in hosted activities, events and programs.

Fundraising Events

- Plan, coordinate, and implement existing fundraising events, both digital and in-person.
- Oversee the management, fundraising, expenses, logistics and staffing of new events and the planning/cultivation thereof.
- Work with the Board of Directors to coordinate, manage and schedule other fundraising and donor related events targeting new friends and donors to API.
- Secure third party fundraising activities and assist these approved individuals in their effort to fundraise on behalf of API.
- Oversee solicitation of in-kind donations on behalf of API.
- Project staffing and secure, both paid and volunteer staff, needed for major fundraising projects and manage timelines for projects: including training related to project.

Finances/Budget

- Reconcile the posting of all fundraising related transactions in QuickBooks on a timely basis
- Provide the bookkeeper with pledges, receipts, and fundraising related documents on a timely basis
- Assist Bookkeeper and President/CEO with the budget review process
- Analyze current gift entry and coding and make any recommendations for process improvements
- Communicate fundraising income and expense to Board and ensure budget for fundraising activities is met

Grant Writing and Management

- Identify, pursue and obtain ongoing and new sources of community support from public and private organizations and individuals
- Manage grant writing research, activities and solicitation of grants to ensure timely and complete submissions.
- Manage grant calendar, reporting and deliverables

Knowledge, Skills, Experience

- Proficient knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint), financial reporting (QuickBooks) and other applicable programs.
- Salesforce experience a plus.
- Grant writing experience a must.
- Experience in fundraising or development.
- Must be able to handle sensitive information with the highest degree of integrity and confidentiality.
- Exceptional customer service skills.
- Maintain professional attitude and appearance at all times.
- Ability to research and resolve issues independently.
- Able to multi-task, possess a high level of attention to detail and maintain a high level of organization and time management skills.
- Excellent verbal and written communication skills.

Position Type/Expected Hours of Work

This is a full-time position. Typical days and hours of work are Monday - Friday, 8 AM to 5 PM, but hours could vary to include nights and weekends, some holidays, company events and other business needs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Must be able to lift up to 30 pounds and operate general office equipment. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____