



Leadership, Education and Athletics in Partnership (LEAP)

JOB DESCRIPTION: DEPUTY DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS

Description of the Organization:

For over 30 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the lowest income urban neighborhoods in America. As the largest youth agency in our city, we provide academic support, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as counselors for our younger students (ages 7-15). In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

General Purpose:

The Deputy Director of Development and Communications plays an essential leading role in raising the funds for LEAP's annual \$6 million budget making LEAP's work possible, including programming at the Dixwell Community House. Working closely with the Director of Development and Communications, the Deputy Director of Development and Communications manages LEAP's development program, including the individual giving pipeline, events, direct mail solicitations, data analysis and management, and communication with donors and the public. Collaborating with the Director and staff, they will develop new and creative ways to maximize contributions.

Important and essential duties include:

Management

- Helps to set goals and develop strategic fundraising plans with the director
- Supervises the day-to-day work of the grant writer for both LEAP and the Dixwell Community House, database analyst/prospect researcher, communications coordinator, development coordinator and seasonal interns while providing support and guidance to enable the team to achieve fundraising goals
- Requests and uses data to assess program performance and support the team in meeting targets
- Coordinates office systems, tracks the department calendar, and sets the agenda for weekly department meetings

Development Operations

- Ensures the accuracy and timeliness of all the database analyst/prospect researcher's gift entry, acknowledgment, and reporting processes using the Raiser's Edge database
- Oversees the direct mail processes
- Supports the grant application and reporting processes and reviews a selection of grant applications
- Supports effective communication and collaboration between the development and communications department and LEAP's programming and finance departments.
- Cultivates, solicits, and stewards a select portfolio of donors

Events & Communications

- Manages the planning and execution of one large fundraising event and two to three smaller events, coordinating the work of staff and volunteer committee to ensure successful events
- Oversees communications including donor emails, newsletters, annual reports, website, social media, and press, ensuring that materials are accurate and align with LEAP's brand and overarching development strategies

A candidate who has experience with only some of the essential duties but also has a strong interest in learning new skills may still be considered.

Qualifications:

- A bachelor's degree or higher from an accredited institution is required
- Strong commitment to LEAP's mission and addressing racial and socioeconomic inequity
- Strong human relations and management skills with the ability to interact in appropriate and sophisticated ways with diverse constituencies, including donors, local community members, and people at all levels of the organization
- Ability (or interest in learning) to access the full range of the Raiser's Edge database's capacity, including but not limited to building reports and queries, analyzing donor activity, and predictive modeling
- Ability to produce highly detailed work to ensure superior quality events and communications
- Ability to make strategic, creative, data-informed decisions
- Is a skilled communicator with the ability to write and speak clearly and effectively
- Ability to use computer software applications such as Excel and Word at high levels of competency and experience using Raiser's Edge or other CRM
- Ability to manage multiple complex projects simultaneously, stay organized, and consistently meet deadlines
- Ability to use multiple communication media to maintain and increase institutional visibility
- Ability to thrive in a highly collaborative environment
- Ability to manage time effectively and independently
- Uses tact and discretion in handling sensitive information
- Ability to prioritize work yet remain flexible
- Ability to respond efficiently and with poise to a range of demands and projects

Salary and Benefits:

Starting salary is commensurate with experience and other qualifications in the range of \$65,000 – 80,000. Excellent benefits provided including health and dental insurance, retirement benefits, life insurance, and generous vacation and holiday leave. This position is based out of the LEAP office in New Haven, CT. It is currently a hybrid position with in-person work required a minimum of two days per week.

To Apply:

If you are interested in this position, please send a letter of interest and your resume to this [link](#).

Additional information about the organization is available via www.leapforkids.org. LEAP is an equal opportunity and affirmative action employer.