



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 and Leaders-in-Training to 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:

LEAP is looking for a committed, highly motivated individual who is excited to join a mission-driven, hard-working development and communications team. The Deputy Director of Development and Communications plays an essential leading role in the team which implements the strategic development program to help support LEAP's \$5 million annual budget. LEAP's development and communications office is strengthening and expanding its efforts through improved cultivation, solicitation, and stewardship of individuals, corporations, foundations, and government entities. Working closely with the Director of Development and Communications, the Deputy Director of Development and Communications coordinates LEAP's development program, including the individual giving pipeline, events, direct mail solicitations, data analysis and management, and communication with donors and the public. The Deputy Director of Development and Communications will collaborate with the Director and staff to develop new and creative ways to maximize contributions, making LEAP's work possible. They will have a strong commitment to LEAP's mission and addressing racial and socioeconomic inequity.

Distinguishing characteristics, features, requirements:

This is a full-time, 40 hour per week position. This is a highly visible position. The Deputy Director of Development and Communications must thrive on managing multiple projects simultaneously, must be a skilled written and verbal communicator, must be strategic, highly organized, detail-oriented, analytical, and an avid collaborator.

Experience in fundraising and with Raiser's Edge software or other CRM software is highly sought. A candidate who has experience in only some of the essential duties but also has a strong interest in learning new skills may still be considered.

Reporting:

Reports to the Director of Development and Communications

Management:

Manages four development and communications team members

Essential duties include:

Management

Helps to set goals and develop strategic fundraising plans; supervises the day-to-day work of the grantwriter, database analyst/prospect researcher, communications coordinator, and development assistant while providing support and guidance to enable the team to achieve fundraising goals; builds and uses data to assess program performance and to support staff in achieving their goals; manages office systems; and the department calendar and sets the agenda for weekly department meetings.

Development Operations

Ensures the accuracy and timeliness of all the database coordinator's gift entry, acknowledgment, and reporting processes using Raiser's Edge database; oversees the annual appeal and planned giving processes; reviews a selection of grant applications; cultivates, solicits, and stewards a portfolio of major donors; supports effective communication and collaboration between the development and communications department and LEAP's programming and finance departments.

Events

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.

Communications

Oversees communications including donor emails, newsletters, annual reports, website, social media, and press, ensuring that materials are accurate and align with and enhance LEAP's brand and overarching development strategies.

Job-related knowledge and abilities:

- Strong commitment to LEAP's mission and addressing racial and socioeconomic inequity
- 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
- Ability to write 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 database
- Ability to manage multiple complex projects simultaneously 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
- Strong human relations and management skills
- 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

Education and Training:

A bachelor's degree or higher from an accredited institution required. Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying.

Compensation and Benefits:

Starting salary is commensurate with experience and other qualifications in the range of \$65K - \$75K. Excellent benefits provided including health insurance, life insurance, retirement benefits, and generous vacation and holiday leave. New Haven-based with a hybrid work location schedule.

To Apply:

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

Job Types: Full-time, Contract