

Passage Home is a well-respected social service organization and is proud to serve as Wake County's Community Action Agency. Our mission is to break the cycle of poverty and create multi-generational self-sufficiency for individuals and families by helping them achieve housing and income security. We are seeking a **Director of Development and Community Engagement** to serve as an integral member of the agency's leadership team. This role is responsible for leading the agency's fundraising efforts, external communications, and relationships with a variety of community stakeholders. This is a full-time, exempt position that reports to the CEO and may directly supervise one or more staff members and/or interns involved in fundraising, volunteer coordination and events management.

Duties include but are not limited to the following:

- Design and implement a comprehensive annual fundraising plan that supports the fiscal health and growth of the organization.
- Serve as the primary point of contact for funding, donations and fundraising event inquiries.
- Collect, organize, and maintain a complete and accurate database of prospects, awards and donations received.
- Manage the grant application and reporting process, to include large government awards.
- Create funding targets and establish monitoring tools and procedures.
- Collaborate with program and finance staff to ensure internal alignment of timelines, commitments and budget allocations with respect to grants and awards.
- Develop and cultivate strong relationships within the community to foster brand awareness and goodwill.
- Oversee branding, image and consistency of messaging in all organization communications and materials; manage content for website and social media platforms.
- Represent the agency at selected community events.
- Advance the agency's organizational values: social justice focused, data driven, outspoken, collaborative, trauma-informed, inclusive.

The ideal candidate will have excellent communication and customer service skills; be able to manage multiple projects while meeting deadlines; and possess solid organizational, time management and project management skills. They will be comfortable working with people from diverse backgrounds and have experience cultivating relationships with a variety of stakeholders. They will be willing to serve in a "hands on" capacity in a team-oriented environment while also being accountable for individual initiative and follow through.

A college degree is preferred; at least five years of relevant experience is required. Knowledge and use of Microsoft Office, including Word and Excel, is required; experience with Power Point and donor CRM is preferred. Experience with and knowledge of the local philanthropic landscape is a plus.

The starting salary range for this position is \$70,000-80,000. Passage Home offers a family-supportive work environment, a flexible hybrid work schedule and a comprehensive benefits package.

All qualified applicants will receive consideration for employment without regard to race, color, religion gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. Passage Home is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity and certified Family Forward employer.

Please send cover letter and resume to cboram@passagehome.org and include position title in the subject line.