



POSITION DESCRIPTION

JOB TITLE: Executive Director of Development and Communications

The Executive Director (ED) of Development and Communications provides overall executive leadership for Avalon Center in the areas of advancement, communications, and external operations. Working alongside the ED of Programming and Internal Operations, the ED of Development and Communications is responsible for cultivating and stewarding donor relationships, guiding Avalon Center's fundraising efforts, and increasing Avalon's visibility across the service area, while serving as one of the primary links between donors, the Board, and the community. The ED of Development and Communications reports directly to the Board of Directors and is guided by Avalon's mission and strategic plan.

Avalon Center is a growing nonprofit organization providing trauma-informed, survivor-centered services and emergency shelter to survivors of domestic abuse, along with community and youth education and prevention programs.

ESSENTIAL RESPONSIBILITIES

- Develop and implement a comprehensive fundraising strategy that diversifies revenue sources and ensures long-term financial sustainability.
 - Cultivate and maintain strong partnerships with local, regional, and statewide agencies, coalitions, and stakeholders to advance the mission and expand the agency's impact.
 - Maintain Avalon Center's financial health in accordance with agency priorities.
 - Develop, with a team, Avalon's annual fiscal budget.
 - Secure grant funding and monitor compliance to current and new grants.
 - Represent Avalon at community events, civic meetings, and philanthropic gatherings.
 - Oversee communications and marketing across traditional and digital platforms.
 - Monitor the agency's compliance with state policies, accreditation standards, the strategic plan, and Avalon's mission.
 - Cultivate a healthy, positive team environment and the effective collaboration required to provide high quality services to clients.
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SKILLS

- Leadership experience in advancement and communications.
- Ability to inspire and maintain relationships with donors and key stakeholders.
- Ability to manage day-to-day operational activities while seeing the bigger financial and operational picture.
- Ability to understand how an organization operates and achieves its strategic goals in order to make strong financial decisions.
- Experience in grant writing and grant monitoring preferred.
- Ability to represent and advocate for the agency.
- Knowledge of the budgeting process.
- Strong analytical and problem-solving skills.
- Ability to make sound decisions under pressure.
- Excellent verbal and written communication skills, including public speaking.

QUALIFICATIONS

- Bachelor's Degree required; higher degree preferred in Business, Development, Administration, Non-profit Management, or related field.
 - Experience in fundraising, donor relations, nonprofit finances, and/or nonprofit leadership.
 - Successful completion of required background screening.
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Salary range: \$85,000-100,000, Commensurate with experience

This description provides a general overview of the type and level of work required of the Executive Director of Development and Communications. It is not intended to be all-inclusive or to represent a comprehensive description of all specific duties.

Avalon Center is an At-Will, Equal Opportunity Employer.

To apply, please submit your resume and cover letter detailing your relevant experience and qualifications. Submit all requested information and inquiries to:

avalonedsearch@gmail.com.