



Director of Marketing & Development - Job Description

As the Director of Marketing & Development, you will be responsible for planning, implementing, and coordinating all communications and fundraising campaigns for the Turning Point Center of Chittenden County (TPCCC), which is a safe, substance-free, supportive environment for people who are starting and maintaining their recovery from Substance Use Disorder (SUD). You will be a vital member of the leadership team, fostering relationships with donors and prospective supporters. You will build broad-based private philanthropic support for the organization through your creativity and people skills. Using best practices, you will orchestrate appeals, cultivate major gifts, grow a program for planned, corporate, and foundation gifts, and manage grants including grant reporting. On top of this, you'll handle all marketing, social media, website updates, and other communications projects. You will report directly to the Executive Director and partner with them to orchestrate the messaging, reputation, and fiscal responsibility for the TPCCC. You will also manage two committees of talented and devoted volunteers, one focused on fundraising and another on marketing and communications. The ideal candidate is a caring individual who works well within a team atmosphere. The position is full-time, exempt, and is eligible for full-time employee benefits. The salary range is \$65,000-\$68,000. The Center is an EOE and encourages individuals in long-term recovery to apply.

Main Responsibilities

- Secure funds equal to or greater than the annual operating costs of the Center.
- Manage the Center's philanthropic base through donor relations and direct appeal.
- Direct fundraising efforts in partnership with the Executive Director; which may include grant writing, business sponsorships, in-kind donations, as well as grant report writing and organization of fundraising efforts through campaigns and events.
- Manage and oversee special events. Work with committees comprised of staff, board of directors, and volunteers. Provide general event planning oversight to ensure success.
- Develop and manage the Center's marketing, social media, and communications to the broader public.
- Work with the Center's staff, Board and community to actualize its 3-year strategic plan.
- Conduct outreach initiatives and maintain relationships with community partners.
- Duties as assigned.

Requirements

- Knowledge and understanding of the recovery community.
- 2-3 years of fundraising experience including grant writing, sponsorship events and donor relations.
- Experience in grant management and reporting.
- Familiarity with database management software and Microsoft office products.
- Marketing, social media, and communications experience.
- Comfort with working independently and proactively making decisions.
- Ability to coordinate and manage multiple projects simultaneously.
- Excellent writing skills.