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Achieve with us

Are you passionate about empowering people living with developmental disabilities including intellectual, developmental, or neurological disabilities? Are you a service-minded and compassionate leader who likes to get things done? At Arc of Wabash County, our dedicated staff offer safe, life-affirming programs and services to adults of all ages and abilities. We help persons served develop goals and action plans and then coach them to their success on their own self-determined timeline.

We are at the front-end of transformational change, recently receiving a very large grant to completely re-engineer local employment services for adults with disabilities. We are reimagining all our services to promote, facilitate, and nurture advocacy, collaboration, empowerment, engagement, inclusion, and innovation for those with disabilities, families, employers and others. We are reorganizing staff, recently purchased land to build a state-of-the-art campus before the end of 2024, and hired a design and build firm.

We are seeking our first-ever Director of Fundraising and Public Relations. This person will be on the front lines, working with our President/CEO to create and develop a growing community presence and donor base. The successful candidate will guide this work, equip our board and staff, and create an infrastructure for long-term sustainability. The Director of Fundraising and Public Relations will not lead our Capital Campaign, but will work in conjunction with our Capital Campaign Manager on the project where needed.

We want a motivated, creative, ambitious leader. A strategic partner for our board and President/CEO. Someone who enjoys fostering collaborative community relationships and harnessing what we know is tremendous community support for the work we do and the people we serve. This position is perfect for someone who thrives on creating, on building authentic relationships and who enjoys a day full of wide-ranging tasks. If you love turning a start-up opportunity into something amazing, we would love to get to know you!

JOB DESCRIPTION

TITLE: DIRECTOR OF FUNDRAISING AND PUBLIC RELATIONS, Full-Time with Benefits, Exempt, Remote or Hybrid Acceptable, Willing to Consider Part-Time for the Right Candidate

SUMMARY: The Director of Fundraising and Public Relations works with the President/CEO to promote the mission of Arc of Wabash County (Arc) by executing specific strategic and annual plans that will: 1) Elevate Arc's presence, leadership and advocacy role in the greater Wabash County area; 2) Build a diverse array of community supports and relationships; 3) Distribute compelling

communication to the public, peers, donors, employers, potential participants and the self-advocates we serve; and 4) Lift up voices of local adults with disabilities by sharing their stories of capability, victory and inherent worth. Included in these stories are Arc staff, volunteers and board members who work tirelessly to move self-advocates to the foreground in our communities. The position is both relational and tactical; these four strategies work in concert. The director will also support the CEO, Board, Capital Campaign Manager, and any hired consultants during Arc's 2022-2025 capital campaign, and other projects.

QUALIFICATIONS:

Educational Requirements:

Bachelor's degree preferred (associated fields of philanthropy, writing, planning, communication, digital media, project or nonprofit management, marketing/brand development, community organizing or similar.)

CFRE, CFRM, CFRL, CDFR or related coursework preferred (in progress or completed.)

Experience Requirements:

Required: Minimum equivalent 12 months proven success in at least one fund development role (proposal writing, individual/corporate solicitations, event coordination, sales, start-up capitalization, capital campaign, economic development.) Will consider less experience for compelling candidate with deep ties across Wabash County.

Preferred: Previous experience as a director on a nonprofit board with fundraising duties or previous experience working with a volunteer fundraising committee.

Knowledge/Skill Requirements:

- Experience in or knowledge about intellectual and developmental disabilities
- Able to articulate an authentic belief around neurodiversity, inclusion, belonging and the capabilities of all people with intellectual and other developmental disabilities.
- Commitment to creating a culture of continuous improvement and applied learning
- Ability to think creatively, explore new ideas, and take calculated risks that move the agency closer to its goals even when resources are limited
- Ability to efficiently build new systems, processes, events, and activities
- Demonstrated ability to set, prioritize and meet goals, tend to details, and proactively address challenges
- Ability to build positive community relationships across diverse backgrounds, educational experiences, ages, genders, professional positions, income levels and roles
- Effective verbal and interpersonal skills with strong active listening skills
- Compelling, effective written skills and storytelling
- Ability to work collaboratively with volunteers, board members, peers or community leaders, and lead with equanimity to resolve conflicts, problem-solve, make decisions and complete tasks
- Self-motivated and self-directed, while also able to receive constructive feedback and accept supervision

Other Requirements:

- Ability to work effectively within a neurodiverse team of staff, clients, and volunteers

- Able to transport self across Wabash County
- Competencies in Microsoft 365/Office products, email marketing tools or other tools like Adobe Creative Suite, as well as comfort using online meeting/donor platforms like Bloomerang (training available) and willingness to explore and learn new technologies
- Digital literacy to effectively post/build a social media presence and website communication in conjunction with the agency's website management provider
- Evidenced commitment to discretion, confidentiality and privacy regarding donor and client information
- Patience, resilience and a sense of humor are a plus; working with integrity and the highest of ethics a non-negotiable

All employees are expected to protect persons served from any act of abuse, neglect, exploitation, fraud, or mistreatment and follow agency and State guidelines for reporting such; protect the rights of persons served according to agency and State regulations and ensure that individuals have the ability to exercise those rights; act as an advocate on behalf of persons served; maintain confidentiality of persons served at all times; follow agency and HIPAA requirements

DUTIES

FUNDRAISING

Coordinate and Drive Effort

- Update and manage detailed and diversified annual fundraising plan; establish costs for executing strategies outside Arc's business revenue and reimbursements; ensure plan aligns with capital campaign plan, strategic plan and four-year AWS Vantage Grant, all requiring growth in unrestricted gifts over five years.
- Work with President/CEO to clarify roles and duties that will most effectively/efficiently drive fundraising plan and achieve benchmarks and metrics on time.
- Support President/CEO, board of directors and any capital campaign consultant hired in efforts to achieve capital campaign goals
- Ensure timely and appropriate acknowledgment of all contributions; draft timely and strategic correspondence to advance relationships with donors and sponsors; coordinate stewardship plans.
- After sponsored events and programs, write timely and accurate summaries for funders, grantors, sponsors, and Board members.
- In coordination with Board of Directors, establish annual endowment goals and policies.

Qualify and Build Individual and Corporate Donor Relationships

- Build, maintain and grow Bloomerang donor database, to include coordinating data entry regarding incoming, matching and endowment gifts.
- In cooperation with President/CEO, create and coordinate a donor cultivation strategy using available tools and creative "friend-making."
- Execute Annual Giving Tuesday event and other similar opportunities.
- In coordination with President/CEO, regularly meet with key donors, sponsors, families and funders to enhance engagement and relationships.
- Coordinate with President/CEO on fundraising sponsorships, advertisements, and marketing. ts to

- On very limited basis, research and apply for local, regional and national grants that help achieve strategic goals; successfully administer external grants and contracts within jurisdiction of assigned duties; support tasks of contracted consultants within jurisdiction of assigned duties.

Event Management

- Manage event timelines, budgets, logistics, audience engagement, vendor engagement, and communications.
- Create, suggest, and manage new fundraising events, and initiate and develop community partnerships in fundraising events.
- Recruit and manage volunteer committees to assist with event production.
- Secure corporate sponsors for fundraising events.
- Manage all digital fundraising and fundraising events platforms.
- Optimize online fundraising based on analysis of historical data, testing, and evidence-based practices.

PUBLIC RELATIONS

- In cooperation with President/CEO, develop a dynamic public relations strategy that aligns with Arc's strategic plan, annual plan, benchmarks, and metrics; establish cost projections.
- In cooperation with President/CEO, develop an annual marketing strategy that aligns with service goals, metrics, and capacity, and includes employee recruitment; build marketing tools, methods and audiences; establish and maintain a yearly marketing calendar for all projects; promote all events across greater Wabash County; establish cost projections.
- Per current strategic plan, develop creative approaches to find and attract qualified adults and families not being served; work with Arc's Directors to creatively package and market new and current offerings available on or offsite; help Arc's Directors find new partners, resources, and wider audiences.
- In cooperation with President/CEO and other members of senior leadership team, develop an annual communication strategy that cohesively supports public relations, marketing, volunteer management, and fundraising goals and metrics with brand standards across the agency; establish cost projections.
- In coordination with President/CEO, coordinate and execute all marketing, communication, and broader public relations activities across agency, reducing overlap and optimizing opportunities; support President/CEO's duties by helping find public speaking engagements, creating presentations and materials, preparing clients or other staff who might also speak; write and distribute press releases; create and distributes materials and resources; monitor social media outlets and channels, interacting with audiences and analyzing campaign performance and effectiveness; lead and coordinate interns and volunteers in all marketing and social media activities; coordinate website changes and analytic reporting with Arc's webmaster and consultants.

COMMUNITY LIAISON

- In coordination with President/CEO, spend time in community and across county building relationships and meeting potential donors; join local civic organizations and attend community events to represent Arc and promote Arc's vision, mission, values, programs, and services; host on-site and off-site stakeholder focus groups and information-gathering sessions, attend

fundraising, leadership, and philanthropy trainings and programs that align with duties of the position.

- Remain updated regarding best practices, trends, and issues facing this community that can be articulated or highlighted in communication, fundraising, marketing, and all public relations efforts.
- Regularly gather and document stories from Arc staff and Arc families across all areas of service.

ADMINISTRATIVE

- Attend meetings and provide staff support to fundraising and community relationships committee of Board of Directors; assist board committee and President/CEO in developing policies and procedures that reduce risk and improve the agency's function regarding fundraising, communication, and public relations; prepare brief reports, summaries or data to President/CEO, Board of Directors, and other stakeholders.
- Work with Board of Directors to build its fundraising and "ambassador" skills, to identify prospects and to coordinate cultivation and stewardship aligned with its own fundraising commitments; connect members with related community and online skill-building training.
- In course of duties, identify qualified community residents and leaders for Board service.
- Work effectively with Arc's administrative assistant, Director of Business Operations, and others to fully operationalize Arc's fundraising, public relations, communications and marketing goals.
- Train, supervise, mentor, and evaluate interns and volunteers utilized in the department; develop social relationships with peers and employees across all areas of Arc.
- Manage assigned budgets for all related activities.

OTHER CONSIDERATIONS

- Remote work may be considered within duties outlined above; if approved, director must still be onsite a predetermined number of hours each week or month, as determined by President/CEO.
- Occasional evening or weekend hours may be required due to nature of fundraising events. When preapproved, compensated time will be available for hours worked outside normal business hours; given tasks associated with this salaried work, a flexible, regular work schedule may be negotiable.
- The successful candidate must:
 - not pose a direct threat to safety or health of himself/herself or of others.
 - not be listed with a finding on Indiana Registered Nurse Aides.
 - not be listed on registry of Health and Human Services Office of Inspector General, Fraud Prevention and Detection Exclusion Program.
 - Have no conviction of any crime listed in Title 460 IAC 6-10-5, Limited Criminal History Check.

COMPENSATION:

Salary is consistent with average wages in similar positions across northeast Indiana for an agency of similar size. Benefits include paid life insurance, individual health insurance with 85% of premium paid by Arc, dental insurance, vision insurance, generous paid time off, comp time and flex-hours, paid holidays, short-term disability, and a top-rated employer-matching retirement plan. Arc of Wabash County is a learning organization that invests in employee training, certification, and education. Salary range is projected to be \$45,000 - \$55,000.