



## Job Opportunity

**Title:** Development & Communications Director  
**Department:** Development & Communications  
**Supervises others:** Yes  
**Reports to:** Chief Executive Officer

**Position Type:** Full-Time; Exempt  
**Salary Range:** \$75,000 - \$95,000  
**Benefits:** Full-time benefits package  
**Location:** 919 E. Jefferson St., Phoenix, AZ  
**Remote Eligibility:** No  
**Telework Eligibility:** Yes (20%)  
**More:** *Evenings and weekends are required 10-12 times a year*

### POSITION SUMMARY

The Development and Communications Director is the lead for building partnerships and relationships with individuals, foundations and corporations that produce financial support for the programs, operations, and growth of Rosie's House. This role is responsible for the planning, development, implementation, and management of all fundraising strategies and activities. The Development and Communications Director will partner with the Chief Executive Officer (CEO) and the Board of Directors on their fundraising priorities. This role leads on securing \$1.8 million annually in addition to achieving the *More than Music* campaign goals.

### RESPONSIBILITIES INCLUDE

#### **Institutional Direction, Systems and Personnel**

- Creates a strong sense of team and transparency with Chief Executive Officer, staff, and Board of Directors
- As a member of the Leadership team, continually identify trends that provide the foundation for future services, strategic initiatives, and organizational culture
- Develops, in partnership with Leadership team, a broad constituency in the community and create partnerships to pursue joint funding opportunities
- Takes an active lead in strategic planning process and annual organizational goal setting
- Plays an important role in creating systems, workflows, and procedures to maximize staff efficiencies
- Directs and collaborates with support staff (1.5) in goal actualization, time management and professional development
- Actively contributes to a positive culture that is aligned with organizational values

#### **Development Responsibilities**

- Develops and executes annual Development Plan which provides strategies for all aspects of the giving program including prospect identification, cultivation, solicitation, and stewardship
- Manages active portfolio (approximately 100 donors \$1,000 - \$25,000) and collaborates with CEO on donors \$25,000 and above
- Collaborates closely with CEO and Board of Directors in the cultivation, solicitation, and stewardship of new and past supporters with major giving capacity
- Oversees grant proposal process including writing (as needed), editing, and collaborating with team members on submitting Foundation and Corporate grant proposals
- Collaborates with Development & Communications Manager to plan, implement and execute a variety of cultivation, solicitation, and stewardship events
- Communicates monthly revenue reports to Leadership team, staff and Board of Directors
- Oversees donor stewardship and acknowledgement process

### **Special Event Responsibilities**

- Leads, in tandem with Program & Community Engagement Director, organization signature events including concerts, fundraisers, and cultivation activities
- Plans and appropriately empowers board members, committee members, and staff to engage and contribute to success of signature events
- Executes annual fundraising event, the *Ovation Gala*, and alongside Gala Committee maximizes revenue and cultivation opportunities

### **More than Music Campaign Responsibilities**

- Collaborates closely with cabinet, CEO and Board of Directors in securing campaign gifts
- Writes solicitation proposals and develops tour presentations to facilitate foundation, corporate and individual investments in campaign
- Directs staff in campaign administration activities including mailings, pledge reminders, and maintaining accurate campaign records

### **Communication Responsibilities**

- Develops annual Strategic Communications, Collateral and Advertising Plan
- Leads on brand positioning and strategy
- Directs creation of compelling collateral and content including advertisements, newsletters (print and online), direct mail, email, invitations, annual reports, website updates and social media
- Develops messaging for variety of external audiences including current and new donors, corporate partners, outreach audiences, new families, and the community at large

## **ESSENTIAL QUALITIES**

You will succeed at this role if:

- You have a strong leadership presence and are a persuasive and passionate communicator
- You have the confidence to initiate and build meaningful and genuine relationships
- You have strong self-motivation and discipline to set and exceed goals
- You understand non-profit lifecycles and the opportunities and challenges presented to organizations in growth mode
- You have a thorough understanding of fundraising best practices

## **EXPERIENCE AND QUALIFICATIONS**

- Bachelor's degree or equivalent experience. CFRE strongly preferred
- 5 years direct experience in non-profit fundraising
- Experience with five and six figure level donors, track record of prospecting, qualifying, cultivating and soliciting major gifts
- Demonstrated success in achieving and exceeding fundraising goals
- Direct experience in messaging, content creation, design, and communication strategies

## **BENEFITS**

**Time Off:** Rosie's House offers generous vacation benefits starting with 14 days of paid vacation per year, with increases every three years for up to 21 days paid vacation. Rosie's House also recognizes 9 Holidays that can be flexed according to an employee's personal or religious beliefs.

**Health Care, Short/Long-Term Disability and Life Insurance:** Rosie's House offers 100% employer paid medical, dental and vision premiums for full-time staff members on our base plan. Rosie's House also carries short- and long-term disability insurance and offers a life insurance policy to full-time employees.

**Retirement:** Rosie's House offers a 401k plan option with matching funds available.

## **HOW TO APPLY**

Please submit your cover letter, resume, Employment Application to [employment@rosieshouse.org](mailto:employment@rosieshouse.org) using **Development & Communications Director** and your name in the subject. The Employment Application can be found on the [Rosie's House website](#).

Rosie's House is committed to creating a safe environment free from abuse of any kind. Rosie's House has policies that safeguard our students including Sexual Abuse Awareness Training, Screening Process, and Criminal Background Check for all staff before employment begins.

**Conditions:** This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. Company reserves the right to revise the responsibilities or to require other or different tasks be performed at any time.

Rosie's House believes that a diverse staff is necessary to achieve the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. As an **Equal Opportunity Employer**, Rosie's House will not discriminate against an employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

## **MORE ABOUT US**

At Rosie's House our work culture is supportive, collaborative, transparent and mission focused. Rosie's House employs eight full-time staff, 25 part-time highly trained music educators, and has an annual operating budget of approximately \$1,800,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community.

Providing over 525 students, grades K-12, with lesson opportunities in piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, Rosie's House is one of the largest 100% free music programs nationwide. Our mission is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential.

For more information visit [www.rosieshouse.org](http://www.rosieshouse.org)