

SURVIVOR CORPS JOB DESCRIPTION

TITLE: Director of Development and Communications

SUPERVISOR: Executive Director

LOCATION: Survivor Corps - Washington, D.C.

DATE PREPARED: January 9, 2009

SUMMARY OF POSITION:

The Director of Development and Communications works closely with the Executive Director and the Development Committee of the Board of Directors to develop and implement comprehensive strategies to advance the Survivor Corps mission around the world. Strategies are based on increasing the delivery capabilities of Survivor Corps by finding new and innovative ways to grow Survivor Corps revenue streams, add new services and products in support of the mission, improve and enhance existing service delivery methods, seek corporate partnerships to promote brand recognition and growth, add new and enhance existing marketing and communications channels. The Director of Development and Communications is responsible for the leadership, direction, and performance of the development and communications functions of Survivor Corps. The Director of Development and Communications is a member of the Executive Management Team and is supervised by the Executive Director.

RESPONSIBILITIES:

1. Build staff capacity to design and implement strategies to position Survivor Corps among donors, opinion leaders and the general public, to build access and raise funds to advance Survivor Corps mission and goals.
2. Secure significant philanthropic resources from foundations, corporations and individuals to generate the revenue required to implement Survivor Corps mission and grow Survivor Corps programs. Responsible for cultivating, retaining and growing Survivor Corps funding opportunities consistent with annual goals and targets.
3. Advance Survivor Corps' public profile by communicating the mission, programs, events and achievements to targeted constituencies through effective and measurable communications strategies.
4. Build global awareness of Survivor Corps and its mission through developing new media channels, enhancing existing channels, and uncovering innovative ways to build a global community of survivors.
5. Ensure the growth of an online survivor community, including identifying and implementing the Survivor Corps "call to action" and ensuring the Survivor Corps website is current and communicates Survivor Corps' mission and programs in a compelling and interactive manner.

6. Build a culture of survivor “storytelling” and resilience for staff that encourages capturing and disseminating Survivor Corps achievements and organizational understanding of survivorship.
7. Measure, report on and improve the effectiveness of ongoing development and communications initiatives.
8. As a member of the Survivor Corps Executive Management Team, collaborate closely with all senior department heads to coordinate and integrate fundraising efforts and communications initiatives with program priorities and financial oversight.
9. Lead a team of global fundraising and communications staff by setting clear objectives and ensuring staffing and structure are aligned with Survivor Corps goals and strategies and departmental objectives and targets.

ENTRANCE REQUIREMENTS:

1. Masters degree required in relevant field;
2. At least ten years experience managing business development activities with increasing responsibility;
3. Energetic and entrepreneurial leader able to motivate and inspire both internal and external stakeholders;
4. Strategic thinker and problem solver able to develop, implement, measure and improve effective initiatives;
5. Necessary degree of personal and professional confidence and presence to interface with Executive Management Team, Board of Directors, other major donors, government leaders and business leaders;
6. Strong management skills with the ability to mentor and motivate staff and provide leadership for effective teams;
7. Collaborative approach to work, ability to interact in multicultural environment
8. Highly organized, motivated and effective;
9. Excellent written and oral communications and presentation skills.

CONTACT:

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