



## **Director, Partnerships and Engagement (Six Month Contract)**

**Role Summary:** Reporting to the CEO, this role is primarily responsible for the development of communications and fund development strategy, and supporting Foundation events (including third party events). This position has a direct impact on the organization's reputation among donors, sponsors, and volunteers. A key responsibility will be to provide supervision for the Marketing Coordinator and Fund Development Coordinator.

**Location:** Hybrid (2 Office Days per Week)

### **Key Responsibilities:**

- Develop fund development and communications strategies for the organization.
- Provide support for Foundation events, including online ticketing, raffle and silent auction set up, and sponsorship acquisition.
- Support third party fundraising events as outlined in the Third-Party Event Guidelines and Toolkit.
- Communications and marketing management including the day to day digital communications, media relations and fund development appeals.
- Participate in each step of the donor pipeline including identification, qualification, cultivation, solicitation, stewardship, and recognition.
- Develop individual donor strategies, along with materials, to renew and upgrade donor gifts.
- Collaborate with internal staff, board of directors and volunteers to enhance relationships and create fundraising opportunities.
- Partner in maintaining an organized system for donor stewardship by updating constituent records.
- Community engagement including presentations to community partners, attending events on behalf of the Foundation and relationship building.
- Other duties, as required.

**Scope:** Six Month Contract, Full-Time (37.5hours/week, Monday to Friday); occasional evening and weekend work may be required.

**Salary Range:** \$70,000 to \$80,000

This position will remain open until October 7 or until we find a qualified candidate who's a great addition to our culture. To apply, please email your cover letter and resume to Amber Blaszkiewicz, at [amber@compassionhouse.org](mailto:amber@compassionhouse.org).