



Position Description

Job Title:	Director of Development and Communications	Department:	Administration
Location:	Alum Rock Counseling Center	Reports to:	Chief Executive Officer
Position Type:	Full-time, Exempt	Date Posted:	12/6/2024
Contact:	Stacey Konner	Email:	skonner@brakeleysearch.com
Posting Expires:	Applications accepted until position is filled.		

The mission of Alum Rock Counseling Center (ARCC) is to heal families and inspire youth to reach their full potential. For 50 years, ARCC has provided a wide range of behavioral health counseling and school-based support, designed to promote health equity & educational equity, and ensure that high-risk youth stay safe, in school, and drug & violence free. The agency supports a predominantly Latinx (83%) population in underserved schools and neighborhoods throughout Santa Clara County with a focus on the high-need area of East and Central San Jose. ARCC staff provide services to youth and caregivers who otherwise might struggle to afford and/or access quality care. In 2023-24, the agency served 5,000+ individuals, through 13 different programs, including individual and family counseling, substance use prevention education, youth mentoring, family reunification, parent training/support, and services in 30+ high-need schools.

We have 85 full-time employees and over 25 dedicated volunteers that make our program run. ARCC provides the opportunity to interact with youth and families within different departments and programs of the agency. We value integrity, honor, respect, diversity, compassion, and empathy. We work together as a team. **Our employees love the work they do here because they can see the difference it is making in the community and in the life of each individual.**

ARCC VISION

Communities where help and support services are accessible and prosperity is possible.

ARCC VALUES

- Integrity
- Helping Others
- Respect
- Diversity
- Quality Work

ARCC AREAS OF IMPACT

ARCC will work to ensure that:

- Our youth and families have resources for overcoming behavioral health concerns including substance use and mental health challenges.
- All of our kids are kindergarten ready.
- Our youth graduate from middle school, high school and beyond.
- Our youth and families are free from involvement with the justice and/or social services systems.
- Our homes, schools and neighborhoods are safe – free of violence and dangerous behaviors.



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POSITION SUMMARY:

Under the supervision of the CEO, the Director of Development and Communications is responsible for donor cultivation, major gift solicitation, grant writing, marketing initiatives, website planning and oversight, special events, and development and communication strategy. This is a hybrid position with only one day per week in the office.

Duties:

- Create, lead, and execute a comprehensive multi-strategy development plan and budget
- Manage a collaborative development team that can work effectively across departments
- Identify, cultivate, build, and solidify relationships with new and established donors/funders
- Grow philanthropic revenue by using data to identify potential donors and move them up the giving ladder, by expanding major gifts and by implementing other fundraising initiatives or strategies
- Provide leadership, management, and mentoring to all development staff and consultants to reach goals and produce results
- Manage an active portfolio of major donors and prospects by creating and implementing personalized cultivation, stewardship plans, and gift requests for each donor
- Manage institutional, foundation, and corporate funders, including writing or editing grant proposals and reports
- Act as an external ambassador, possessing comfort and ability to speak in front of individuals and groups articulating the case for support
- Plan, coordinate, and implement high-quality special events
- Lead the fundraising efforts of the Board and Board Development Committee and recruit, develop, and support the ARCC Advisory Board
- Develop and implement a marketing and communications strategy to increase public awareness and expanded support of ARCC

Minimum Qualifications:

- Seasoned fundraising professional with proven ability to help create and achieve goals of a multi-strategy development plan and at least 5 years' experience and 3 years supervising staff
- Experience in building and expanding a development effort by making use of moves management, major gift solicitation, and other development tools
- Demonstrated success in fundraising; experience with individuals, foundations, and corporations; track record of soliciting and closing six-figure gifts
- Track record of developing and maintaining productive, collaborative relations with funders
- Strong grant writing experience
- Experience leading the planning and execution of fundraising events
- Experience collaborating ensuring alignment across departments within an organization
- Demonstrated experience overseeing complex or multiple projects through to success, including meeting financial goals and coordinating the work of key staff and board
- Experience in strategic planning processes
- Experience co-leading board committees
- Strong leadership skills, with a collaborative spirit and strong management skills
- Demonstrated ability to inspire and motivate staff, board, donors, and potential partners



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- Outstanding communicator; excellent speaking, writing, presentation, and interpersonal skills
- Collaborative with senior management and seen as a partner with Chief Executive Officer
- Track record of growing abilities of staff and encouraging increased responsibilities, team building and retention, coaching and mentoring direct reports, and enhancing workplace culture
- Knowledge of or experience working in an organization that uses long-term planning and
- Key Performance Indicators or dashboards in the management of staff and operations
- Demonstrated virtual relationship building
- Fingerprinting and background check as required by the Department of Justice
- Valid CA driver's license, an automobile for agency travel, and proof of current auto insurance
- TB test clearance required every 2 years
- COVID19 vaccination and booster, highly recommended

This position description intends to describe the general nature and level of work being performed. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and operational needs, job description and responsibilities may be modified at any time.

TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of ARCC. Interested candidates should apply via email by sending a resume and a letter outlining qualifications as PDF or Word documents to Chelsea Burr at CBurr@BrakeleySearch.com with "ARCC Director of Development and Communications" in the subject line.

Equal Employment Opportunity

Alum Rock Counseling Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. We highly encourage members of historically underrepresented and marginalized communities to apply. We are committed to diversity in our workforce and equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. We encourage candidates from all backgrounds to apply.