Atlanta Center for Self Sufficiency, Inc. (ACSS) empowers financially vulnerable individuals in our community to become self-sufficient, sustainably employed and economic contributors to society. Our programs include CareerWorks, a comprehensive job readiness training and job placement program; as well as targeted initiatives to support women and homeless veterans.

Position Summary: The Director of Development & Marketing (DDM) assumes overall responsibility for the organization’s fundraising and marketing programs. He/she will direct and implement all development activities including: special events, individual donor campaigns, foundation, government, faith-based and corporate grant requests, and volunteer engagement. The DDM also serves as staff liaison to the Board’s Resource Development Committee and is a member of the organization’s senior leadership team.

Organization-Wide Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

- **Mission Focused**- Carries out the mission by living the values of ACSS.
- **Collaborates Cross-Functionally**- Works effectively with other departments, sharing information and insights to better the organization while working towards common goals.
- **Continuously Transforms**- Exhibits a willingness to learn new things and improve the status quo.
- **Communicates for Impact**- Demonstrates effective communication skills in working with others.
- **Takes Pride in Client’s Success**- Expresses a willingness to put clients’ success as first priority, taking great pride when clients break the cycle of homelessness.
- **Energized by Challenging Situations**- Individual not only embraces challenges, but is energized by complex tasks.
- **Is a Leader**- Influences others to accomplish the mission in ways consistent with the values of ACSS.
- **Demonstrates Initiative**- Determines what needs to be done and accomplishes these goals and/or objectives with little or no prompting.

Leadership Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- **Strong Fundraising Expertise**- Leads the development and execution of agency’s short and long-term resource development plans and initiatives to create a diversified base of financial and in-kind support for the organization’s mission and strategic vision.
- **Effective Communication**- Articulates the agency’s mission, programs, and impact effectively through various media (print, web, social media, etc.) as to promote the ACSS brand.
- **Relationship Builder**- Builds relationships with the donor community around the mission of ACSS and our impact on ending homelessness.
- **Demonstrates Accountability**- Takes full responsibility for results and takes ownership of all responsibilities and commitments. Delivers results within prescribed time while taking into account quality standards and impact.
- **Effective Decision Making**- Makes informed and timely decisions and takes responsibility for these decisions. Modifies decisions based on new information. Involves others in the decision making process from all levels when necessary to enhance decision-making.
Position Responsibilities/Essential Job Functions:

- In collaboration with the CEO, develop and manage the annual revenue and expense budgets for fundraising, communications and marketing, and other development department budget areas.
- Manage grant proposals and report submissions with attention to quality, timeliness and professionalism. Identify prospective national and local funding opportunities.
- Manage and enhance agency’s brand awareness, including public relations, website management, and social media engagement.
- Assist the CEO and Board of Directors in soliciting current and prospective donors.
- Produce agency-wide communications tools and peripherals (web, print and other media) to promote the ACSS brand. This includes newsletters, e-newsletter, annual report, brochures, etc.
- Manage annual fund prospects, mailings, and solicitations. Ensure all donor records and related documentation are maintained properly.
- Manage planning and execution of ACSS special events.
- Ensure that efforts to recruit, manage, and retain volunteer support are maximized.
- As a member of the CEO’s leadership team, represent the organization in the larger community and provide leadership for internal and external stakeholders.
- Serve as the primary staff liaison for the Board’s Resource Development Committee.

Essential Skills and Experience:

- Bachelor’s degree preferred. Minimum of 3 years relevant fundraising experience in a nonprofit, human service environment required.
- Demonstrated success in raising funds from foundations, corporations and individuals.
- Demonstrated success in producing profitable special events.
- Excellent organization skills; detail oriented, and adherence to multiple timelines and deadlines.
- Experience using Salesforce.com or comparable CRM system.
- Superior writing (both creative and analytical) and editing skills.
- Ability to represent the organization in a compelling way, in a variety of environments.
- Good decision-making skills, honesty, ability to recognize when others need to be involved in activities or decisions.
- Work professionally and effectively in a team environment.

Physical demands and work environment:
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demand: The work is mostly sedentary with periods of light physical activity, and is performed in office surroundings. Typical positions require workers to walk or stand for long periods; life and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp, and turn objects; and operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing. Subject to work beyond the normal scheduled hours of work; to attend evening meetings and work sessions.
- Work environment: The noise level in the work environment is usually moderate.

General sign-off: The employee is expected to adhere to all company polices and to act as a role model in the adherence to polices.

ACSS is an equal opportunity employer. Salary is commensurate with experience. Health insurance and other benefits are offered to all employees.