**JOB DESCRIPTION**

POSITION TITLE: Director of Development and Engagement

FLSA Designation: Exempt

EEO Category: Officials and Manager

SOC: 11-9151

Last Reviewed/Updated: 12/28/2022

**Job Summary:**

The Director of Development and Engagement (DDE) is responsible for developing a climate of awareness and acceptance for Partnership for Strong Families, Inc., an affiliated agency of Service Management Solutions for Children. The DDE will create and communicate clear, concise and consistent professional messages to community stakeholders, agency staff and network providers. This position oversees media relations, government relations, development efforts, social media, and community outreach. The position will coordinate special events and manage various projects that support the organization’s mission and vision. The DCE will report directly to the Chief of Clinical and Community Services.

*The position may involve acquiring, accessing, using and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**Mission:** To enhance the community’s ability to protect and nurture children by building, maintaining and constantly improving a network of family support services.

**Vision:** To be a recognized leader in protecting children and strengthening families through innovative evidenced-based practices and highly effective, engaged employees and community partners.

**Core Principles:** To provide a safe environment for all children.

**Competencies:** Ability to be proactive, decisive and employ crisis intervention principles appropriately.

**Core Function**:

* Must understand, support and promote the organization’s mission, vision and values; and uphold the professionalism, integrity and image of the organization at all times by ensuring compliance with agency’s stated mission in all communications, activities, and efforts.
* Partner with recruitment team to implement recruitment initiatives utilizing social media marketing strategies, digital campaigns, and all graphic design.
* Serve as board liaison for Community and Government Relations Committee and assist with board development initiatives as needed.
* Serve as single point of contact, other than CEO, for all media.

**Core Principle:** To make prevention of child abuse and neglect a community priority

**Competency:** Ability to network with, educate and involve community stakeholders.

**Core Functions:**

* Provides documentation to the Chief of Clinical and Community Services in matters of hiring and discipline but lacks the ability to engage in tangible employment actions.
* Develop and maintain extensive knowledge about Partnership for Strong Families’ programs and services, including PSF’s prevention initiatives and Resource Center Model.
* Develop written materials and deliver compelling presentations on requested topics to internal and external groups with a high level of skill.

**Core Principle:** To recognize that more can be done with communities and families as partners.

**Competency:** Identifies and understands what resources are available, and builds and maintains effective working relationships with a network of systems.

**Core Functions:**

* Design and execute targeted outreach activities, including development efforts and large-scale drives such as Wish Upon a Star, Amazing Give, and Back to School.
* Increase community support in Circuits 3 and 8.
* Oversee staff who is responsible for Children’s Partnership Council coordination as well as staff responsible for outreach, social media, and graphic design.
* Represent the agency on a variety of local and state committees and planning teams.
* Coordinate special events, including community outreach and support, family, and recognition events.
* Recruit and coordinate volunteers.
* Oversee the grant development process and identification of new grant or funding opportunities.

**Core Principle:** To respect the diversity of all children and families in the community.

**Competency:** Ability to lead and model diversity. Respect for each person’s dignity, individuality, and right to self-determination.

**Core Function:**

* Display understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.

This list of essential functions is not intended to be exhaustive. Partnership for Strong Families reserves the right to revise this job description as needed to comply with actual job requirements.

**Minimum Qualifications:**

REQUIRED:

* Bachelor’s degree from an accredited college or university, with a major in communications, marketing, human services, event planning, or related field.
* Three years of related job experience.
* Ability to work a flexible schedule to meet programmatic needs.
* Must have a valid Florida Driver License, an acceptable driving record, and access to a reliable vehicle for work related functions and activities. Must also have the ability to travel throughout Circuits 3 and 8.
* Proficient in Adobe Design Software or similar, Social Media Platforms, Word, Excel and PowerPoint.

PREFERRED:

* Experience working in the non-profit sector, coordinating special events, web design and content management.
* Master’s degree in a related field.

**Knowledge, Skills, and Abilities:**

* Effective communication.
* Written, oral, and interpersonal communication skills.
* Team building and teamwork skills.
* Problem solving/analysis.
* Collaboration skills.
* Strategic and analytical thinking.
* Excellent organizational and project management skills.
* Strong ability to multi-task.
* Excellent public speaking skills.
* Manages conflicts, dealing appropriately in difficult situations with clients, supervisors, or peers.
* Understands impacts of child abuse and neglect in our community and can accurately convey how to message this issue across a continuum.

**Physical Requirements**

 Sitting 25%

 Standing 25%

 Mobility (moving between internal offices) 25% Kneeling/Bending/Stooping 15%

 Reaching, overhead 10%

Speaking [x]  Yes  [ ]  No

Hearing [x]  Yes  [ ]  No

Reading Comprehension [x]  Yes  [ ]  No

 Ability to Lift and carry up to 35 pounds.

 **Travel:**

 Same Day [ ] Infrequent [ ] Occasional [x]  Frequent

 Overnight [x] Infrequent [ ] Occasional [ ]  Frequent

 Weekend and Nights [ ] Infrequent [x] Occasional [ ]  Frequent

 Infrequent (2 to 3 times year)

 Occasional (2 to 3 times Month)

 Frequent (2 to 3 times Week)

PFSF is an Equal Opportunity/Affirmative Action/ Drug Free Work Place and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527. Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**Drug Free Workplace:**

PSF maintains and enforces a Drug-Free Workplace program. New employees are required to be drug tested prior to employment. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Date**