

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**Position:** DIRECTOR  
**Division/Office:** DEVELOPMENT AND COMMUNICATIONS DIVISION  
**Bulletin No:** 01022019  
**Salary Range:** COMMENSURATE WITH EXPERIENCE  
**Opening Date:** FEBRUARY 2, 2019  
**Closing Date:** OPEN UNTIL FILLED  
**First Source:** N/A

**BRIEF DESCRIPTION:**

Guide the coordinated development and communications efforts of UPO to increase revenue and brand recognition. Engage actively with agency staff and programs to develop long-term revenue generating development and communications plans.

**MAJOR DUTIES:**

**Development**

- Create and implement comprehensive annual development plan and strategy.
- Lead and engage the development committee and board in fundraising efforts.
- Implement new strategies for attracting new donors and expanding the amount of support from existing donors.
- Identify, cultivate, recruit, and organize fund development leaders and volunteers.
- Develop and implement specific campaigns for tax-credits, planned giving, charitable trusts, endowments, and development projects.

**Funds Management and Donor Stewardship**

- Implement and oversee gift management process. Maintain donor and prospect information and track donations made throughout the year.
- Establish recognition, acknowledgements, and incentives for donors and volunteers.
- Track fundraising progress and produce reports for staff and board.
- Assist in the development of grant proposals as needed.

**Communications and Public Relations**

- Oversee and implement organizational communications strategy to promote agency programs and achievements.
- Oversee the development and implementation strategy for use of electronic and social media.

**Internal Communication/Board Support**

Supervise the Development and Communications Division and shape, manage, and drive the implementation of an effective outreach and communications campaign to educate and cultivate community support and donor responsiveness.  
Oversee the updating and maintenance of the organization's website, on-line publications, and social media and printed materials, including annual reports.  
Provide updates to the board regarding fundraising strategies and results.  
Serve as board liaison for the Development Committee; participate in board meetings as required, and serve as a representative of UPO at functions as needed.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree and 5 years of progressive experience in fund development or fundraising, and communications. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Bachelor's degree and ten years of progressive growth and experience in development and communications positions. Proven excellent communication, proficiency in SalesForce development and communication applications; exceptional knowledge of the DC region's philanthropic landscape; and working knowledge of InDesign. Ability to produce high-quality, well-written work. Strong relationship-building acumen. Ability to analyze and utilize data to drive performance.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This position *IS NOT* covered by the collective bargaining agreement with the CWA union.**

**To be considered for this position:**

**Submit your resume to [upojobs@upo.org](mailto:upojobs@upo.org) or fax your resume to 202/319-3237.**