

JOB POSTING

Position Title: Director of Development and Communications

Position Category: Non-Exempt, Full-Time

Department: Communications and Development

Reports to: Executive Director

Direct Reports: n/a

Work Location: Flexible Hybrid/downtown office

Salary Range: \$75k-\$80k

Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring fun-lovers ... OAI is a place that encourages innovative thinking and values flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives. We're a growing non-profit and we're looking for people to grow with us!

Who Are You?

You love sharing stories, thinking creatively, and engaging with people. You are a storyteller, a collaborator, and a writer. You work well under tight deadlines and are committed to getting a job done well. You communicate across different teams and bring groups together. You support OAI's vision for everyone to reach their career potential, work safely and build a good life. If this is you, we need you to join our team!

The Director of Communications and Development is responsible for both the strategic leadership and the day-to-day activities for fundraising and communications. The Director works closely with the Executive Director and Senior Leadership to secure and maintain public and private funding through grant proposals and raising unrestricted dollars. This position plays a critical role in growing OAI's brand, funding, and outreach to communities by leading all communications and marketing initiatives. The Director of Communication and Development reports directly to the Executive Director.

Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- Weekly mental health time off (1/2 days on Fridays)
- BCBS medical and dental insurance
- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities
- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Monthly Internet/phone reimbursement

- 401k Plan with match
- Excellent technology and IT support
- Employee Assistance Network

OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

How to Apply?

To apply, submit cover letter describing your interest and experience along with your resume to oaihr@oaiinc.org. Candidates who advance will be asked for a writing sample.

Key Areas of Responsibility:

Communications – 40% of effort

- Develop and execute communications strategy to enhance OAI's presence across multiple platforms.
- Manage, maintain, and create content for all digital and print communications, including websites, social media, emails, flyers, newsletters and annual reports. Oversee contract designer.
- Serve as the main social media manager. Work with departments to create content to coincide with programming and strategic priorities.
- Maintain OAI website content and oversee contract web developer and designer.
- Oversee program marketing and outreach strategies. Participate in community outreach and recruitment events.
- Cultivate media contacts and relationships. Develop press releases, answer media questions, pitch coverage ideas.

Fund Development – 40 % of effort

- Work with the Executive Director, Chief Operating Officer, and Director of Finance to create and implement annual development plan.
- Manage grant proposal application process.
- Manage consultant grant writer, write original grant proposals, and lead programmatic writing teams.
- Research new funding opportunities; vetting appropriateness and viability based on OAI's strategic plan and capacity.
- Cultivate relationships with current and potential public and private funders including government agencies, corporate sponsors, foundation officers, and individual donors.
- Develop and grow organization's individual donor base through annual giving campaigns
- Oversee donor database and donation record keeping
- Provide report out to Executive Director and Board of Directors on fund development activities

Leaderships and Strategic Planning – 20% of effort

- Serve as an integral member of the senior leadership team to provide overall management of the organization.
- Contribute to the development and implementation of strategic goals and objectives.
- Instill a coaching/mentoring culture to develop and promote accountability amongst across the organization.
- Work collaterally with other department teams to leverage strengths and integrate services.

Desired Qualifications:

- Bachelor's degree or equivalent work experience in communications, development, marketing or related profession
- 3 years of experience developing and implementing successful marketing and communications programs and/ or 3 years of experience writing successful grants and managing grant proposal process
- Superior project management and organizational skills with the ability to manage multiple projects and deadline at once
- Effective written and oral communication skills
- High level knowledge of Microsoft Office Suite, email, internet, social media. Familiar with WordPress, Salesforce, Adobe Suite, or similar programs.
- Ability and desire to promote an open, inclusive work environment that emphasizes cooperation and teamwork are essential.
- Ability to work in a hybrid office setting with most days remote and some days in the office, as required.
- This position requires Chicago-area travel. Must have access to automotive transportation for reimbursable local job-related travel. Valid driver's license and auto insurance required.