



POSITION: Communications and Foundation Relations Director

REPORTS TO: Vice President of External Affairs

JOB TYPE: Full Time; 40 hours, Exempt

ABOUT BRENT'S PLACE

Brent's Place—the primary program of the Brent Eley Foundation— is a place of hope and healing that provides a long-term home away from home for patients, and their families, managing medical crises while they receive treatment at local hospitals. We offer a variety of uniquely tailored programs and support for the entire family designed to help in the healing process.

Who We Serve

We welcome patients with bone-marrow transplants, long-term oncology needs, and families facing a wide range of medical crises. We partner with physicians and hospital social workers to determine who would benefit most from our services.

Our Approach

In providing a home away from home for our families, we focus on three key areas:

- **Safe-Clean Home**— Brent's Place is, above all, a Safe-Clean haven for families who are far from home and seeking advanced medical treatments. We are one of the only long-term housing options to support an entire family during the long treatment process. Because we believe that together is always better, Brent's Place helps families stay together so that they may simply be together.
- **Financial Well-Being** – Families staying at Brent's Place receive unlimited support. This allows them to focus on recovery and their family's well-being rather than the steep cost of relocation, housing, and food. Reducing expenses during treatment has long-term benefits and enables families to return home with a greater sense of financial security.
- **Supportive Community**- A medical crisis has the power to break families apart, but Brent's Place is here to support them. We recognize that the continuation of everyday routines and family traditions provide stability for parents and children when their lives have been uprooted. We believe that offering families a warm and welcoming home away from home and opportunities to create happy memories builds love, trust, and resiliency. This foundation strengthens families during treatment - and for a lifetime.

Brent's Place is a special family that live by the values of compassion, integrity, respect, responsibility, and quality of life—we are looking for new team members to join us. If our mission and approach speak to your heart, keep reading.

www.brentsplace.org



POSITION SUMMARY:

The Communications and Foundation Relations Director will advance the Brent's Place mission by providing strategic communications leadership and grant program management that enhances fund development for our expanding \$5 million annual operating budget. Reporting to the Vice President of External Affairs and working alongside a passionate team, the Communications and Foundation Relations Director will maintain, establish, and strengthen an assigned portfolio of Foundations while aiding our remote Grants Manager in relationship management on a local level. This role will work hand-in-hand with the VP of External Affairs to strategize and implement marketing and strategic communications efforts to enhance brand awareness to cultivate and expand our community of supporters. The Communications and Foundation Relations Director collaborates across the External Affairs team and organization to fulfill the organization's annual fundraising and community engagement goals.

RESPONSIBILITIES INCLUDE:

Grants Program Management (30%)

- Exercise direct supervision over one staff position, Grant Manager, to ensure the timely and accurate delivery of grant proposals and reports to foundation donors.
- Work with Grant Manager to establish a plan for onsite engagement of local funders and prospects, including leading site visits for Foundation funders and prospects.
- Set annual grants program goals to optimize program performance and funder relations, securing the resources necessary to support the organization's mission.
- Develop and execute growth strategies for the grant program in partnership with the Grant Manager.
- Cultivate funder opportunities to support critical capital projects and special initiatives.
- In collaboration with the Grant Manager, create a central repository of grant-related submission and reporting materials, updated annually and as needed.
- Track and report grant program activities and documentation using a constituent relationship management system (CRM), currently DonorPerfect.
- On a recurring basis, prepare Foundation giving data reports for the VP of External Affairs, CEO, and Board of Directors.

Portfolio/Relationship Management (20%)

- Act as a strategic partner to develop, implement, and manage strategies for identifying, cultivating, soliciting, and stewarding Foundation relationships; projected portfolio size of 20-30 constituents.
- Prospect and assign new Foundation funder relationships to increase ongoing support for Brent's Place.

Strategic Communications (50%)

- Assist VP of External Affairs in strategy and implementation of annual and capital campaign communications plans.
- Manage the day-to-day communications operations resulting from annual communications planning, implementation, and execution of marketing, public relations, and communications strategies.
- Oversee a suite of Marketing and Communications freelancers and vendors.



- Work cross-departmentally to develop topline messaging that creates a compelling case for support and purposeful giving opportunities for prospective donors.
- Deliver segmented and targeted appeals to audiences identified for giving growth while working to increase overall brand awareness in the communities we serve.
- In collaboration with the VP of External Affairs and leadership, identify the organization's critical marketing and branding gaps and develop external relations and communications strategies to complement the organization's relationship-based fundraising approach.
- Maintain open and positive lines of communication with local communities and the media.
- Ensure all content and materials reflect the organization's mission and core values.
- Develop a system to track the results of all communications initiatives, creating benchmarks for future ROI analysis and brand awareness growth.

WHAT WE ARE LOOKING FOR IN THIS ROLE:

Brent's Place seeks a highly organized, dynamic development professional with a successful strategic communications and relationship management track record. The Communications and Foundation Relations Director should also have demonstrated experience in developing and implementing creative strategies for increased funding and support for mission-driven organizations.

- Nonprofit communications and leadership experience of 5+ years, preferable.
- Demonstrates a high level of independence and subject matter expertise in managing a portfolio of elevated Foundation partners.
- Displays ability to: manage numerous complex tasks simultaneously; anticipate and meet deadlines; use time effectively; problem-solve independently in a small staff atmosphere; and function in a quick turn-around environment.
- Proficiency with widely used business management software programs (e.g., Microsoft Word, Excel, and PowerPoint) and donor database programs. Donor Perfect experience is a plus.
- Ability to set and achieve short and long-term goals.
- Proven operational, leadership, and communication skills.
- Self-motivation, positive energy, drive, and enthusiasm are required.
- Willingness to work evenings and weekends as situations warrant, including donor meetings, events, etc.
- Superior organizational and management skills.
- Superior writing, editing, verbal communication, and interpersonal skills.
- A high degree of personal responsibility and integrity.
- Knowledge of community donor, foundation, and volunteer base preferred.
- Healthcare-related non-profit experience preferred.

WORK ENVIRONMENT AND SCHEDULE

Our work environment is dynamic as we walk alongside families in medical crises. No one day looks the same as we respond, support, and care for our families. High emotional energy and stamina are needed to join our compassionate team, who works seamlessly together to support patient families and care for one another.



This position will require working some evenings, periodic weekends, and occasional holidays. Grounded in our “Quality of Life” core value, we offer a flexible work schedule to help accommodate these requirements.

COMPENSATION AND BENEFITS:

Compensation will be commensurate with experience on a pay scale of \$83,000-\$90,000 for an annual, full-time salary. A comprehensive benefits package including vacation, sick leave, holidays, health, dental, supplemental and life insurance, and retirement plan contribution is available.

DIVERSITY, EQUITY, & INCLUSION:

Brent’s Place is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

OUR APPLICATION PROCESS:

We are excited that you are interested in joining our team. Please share the following information with us:

- Cover letter (1-page) or a five-minute video that addresses these three prompts:
 1. Why do you want to join the Brent’s Place team?
 2. Share an example of a fundraising campaign or program you helped grow.
 3. What are the top three components of a successful nonprofit communications operation?
- Resume or LinkedIn profile

Please send this information via email with the subject line, ‘*Communications and Foundation Relations Director*’, to jobs@brentsplace.org.

We know that job searches can be stressful, especially if you don’t understand the process. So here is what you can expect:

- We are accepting applications from **May 18, 2023, until May 30, 2023, at 9:00 a.m.** Applicants will be reviewed on a rolling basis, and each candidate will be contacted once their application has been reviewed.
- Candidates who are moved onto the subsequent round will be notified by **May 31, 2023**, and asked to participate in our hiring process during the week of **June 5, 2023**.
- We aim to make an offer by **June 12, 2023** with a **desired start date of June 26, 2023**.

Thank you again for your interest in joining the Brent’s Place team. We look forward to getting to know you through our application process.