**Director of Communications and Development**

**Job Title:** Director of Communications and Development  
**Reports to:** Executive Director  
**Location:** Hybrid (Mount Kisco, NY)

**ABOUT SUSTAINABLE WESTCHESTER**  
Since its founding, Sustainable Westchester has helped Westchester communities lead on sustainability. Now that New York State is at the forefront of sustainability action nationally, Westchester’s leadership, and Sustainable Westchester’s role, are more important than ever. Sustainable Westchester is focused on charting Westchester’s path to sustainability while creating jobs and supporting environmental justice.

To continue this critical work, Sustainable Westchester is hiring its next Director of Communications and Development. This Director position has overall responsibility for **structuring and implementing** Sustainable Westchester’s **Communications Program**, including public relations, digital communications, key messaging, storytelling, and brand experience, and the organization’s **Development Program**, including major gifts, foundation grants, corporate sponsorships, and annual fund.

The Director of Development and Communications reports to the Executive Director of Sustainable Westchester. The position has two direct reports, the Communications Manager and the Development and Outreach Assistant.

**RESPONSIBILITIES:**  
This position will direct, manage, and oversee day to day operations of the Communications and Development departments and will lead development work surrounding these areas of responsibility.

**COMMUNICATIONS**

- In collaboration with Sustainable Westchester's Executive Director and program staff, lead, develop and implement strategic, comprehensive, and measurable campaign communications and strategies to further SW and SW’s mission, vision, and priorities.
- Ensure the consistency and quality of SW’s brand identity, credibility, and voice. (presentations, collateral, promotional items, press kits, stationery, web site, social platforms, et al)
- Oversee production and publication of SW’s reports and events across platforms, including web, social media, and paid social media.
- Guide content production for strategic campaign communications priorities, disciplines including writing, digital content creation, videography, graphic design, event production, website, photography, and public relations for known target audiences including a) municipalities b) local residents c) businesses and d) press
- Build relationships with targeted media and journalists, identify media opportunities, and shape
larger news narratives around policy, programmatic priorities.

- Engage in strategic communications development and landscape understanding with SW's external allies and partners.

**DEVELOPMENT**

Supplement Sustainable Westchester’s earned income with ongoing and renewable philanthropic dollars from individuals, foundations, and corporations. Establish an Endowment program for long-term philanthropy.

Specific tasks include:

- In collaboration with others, adapt and execute a three-year fundraising plan which will be part of the organization’s three-year strategic planning process
- Collaborate with the Executive Director (and, on occasion, other staff such as the Program Directors) to identify, research, cultivate, solicit, and steward individual and institutional prospects and donors
- Develop and implement effective fundraising appeals (both written and online) and platforms (such as monthly sustainers) that will lead to sustained and upgraded giving
- In collaboration with others, prepare high-quality grant proposals, reports, mailings, and acknowledgements
- Identify, screen, and negotiate with outside vendors of fundraising services (e.g., CRMs, mail houses, consultants, etc.)
- Conduct prospect research to identify new potential donors and determine appropriate ask amounts for existing prospects
- Plan and execute small donor cultivation events, such as house parties and “friend-raisers”
- Create and submit for approval development policies and protocols, such as a gift acceptance policy and donor recognition levels
- Ensure that Sustainable Westchester complies with all local, state, federal, and industry regulations and standards regarding the operation of nonprofits

**Other Responsibilities:**

- Supervise relevant staff, interns, consultants, vendors, and contractors to oversee graphics, writing, editing, and promotion, as needed.
- Attend and/or present at meetings and events including certain evenings and on weekends.
- Develop and implement the Outreach Plan and calendar (in collaboration with program managers’ annual / seasonal / contractual events) inclusive of all member municipalities.
- Plan, attend and/or collaborate with HR/Program Managers to ensure SW staffing for community events, local fairs, festivals, etc.
- Develop, execute, monitor the annual operating plan and update the Department Handbook
- Partner with the Executive Director, Director of Operations and Controller to plan and manage Development and Communications budget.
QUALIFICATIONS:
- 5-10 years or more of experience in strategic communications and fundraising, ideally at a nonprofit organization
- Experience building campaigns focused on communications, development and fundraising for members, supporters, partners and customers
- Excellent communications skills
- Demonstrated capacity for high-level strategic planning, driving strategies and campaign development to shape narrative and issues through proactive messaging and outreach.
- Skilled in project management, setting and meeting deadlines, and time management.
- Demonstrated success in rapid response communications, including the ability to grasp and appropriately respond to both internally and externally precipitated crises.
- Knowledge and/or strong interest in environmental sustainability and environmental justice.
- Excellent cross-cultural skills, including the ability to communicate with people at all levels and from various backgrounds. Can lead, coach and show empathy.
- Comprehensive knowledge of G Suite and/or Microsoft Office and CRMs and willingness to learn new business systems, design applications and social media platforms.
- Valid driver’s license and appropriate vehicular insurance. Local travel required for this position.

COMPENSATION AND BENEFITS
The salary range for this position is $80,000 - 85,000 a year, depending on experience.

Benefits package includes:
- Health benefits and dental benefits
- Generous package of vacation and sick days along with paid time off for Federal and Religious holidays each year
- 401K plan
- Support of caring colleagues invested in each other’s growth and development

HIRING PROCESS AND HOW TO APPLY
We will review applications on a rolling basis until the position is filled. Please submit a resume and a cover letter in a PDF Format detailing your interest in the position to hr@sustainablewestchester.org with “Communications Director – YOUR NAME” in the subject line. No phone calls please.

Location[s]: Our office is located at 40 Green Street, Mt. Kisco, NY 10549 and is within walking distance from the Mount Kisco Train Station, located on the Harlem Line of Metro North.

At Sustainable Westchester, we don’t just accept differences of background, identity, or point of view – we celebrate it, we support it, and we thrive on it for the benefit of our employees, our work, and our community. Sustainable Westchester is proud to be an equal opportunity workplace. Applicants will not be discriminated against because of race, color, creed, ideology, sex, sexual orientation, gender, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws. All aspects of employment are decided on the basis of qualifications, merit, and organizational need.