



**Position:** Director of Communications and Development

**Reports to:** Vice President

**FLSA Status:** Full-time, exempt, salaried position

**Application:** Send cover letter and resume to Joe Dignam,  
[jdignam@wearegoodfaith.org](mailto:jdignam@wearegoodfaith.org)

### **Mission and Background**

Goodfaith is a community of ordinary people committed to the belief that transformation – in us and through us – is rooted in the goodness of the Gospel. Our mission is to cultivate a vibrant movement of faith in action through transformative experiences centered in Catholic social tradition.

### **Position Summary**

The Director of Communications and Development serves as a key member of Goodfaith's team, responsible for advancing the organization's mission through strategic fundraising, donor engagement, and storytelling. This role integrates communications and development to build strong relationships, compellingly share the Goodfaith story, and secure the resources that sustain and grow our work.

The ideal candidate is both strategic and hands on, that is, a creative communicator, relational fundraiser, and mission-driven leader who can inspire generosity and build awareness across diverse audiences.

### **Key Responsibilities**

#### **Development (Approx. 60%)**

- Design and implement a comprehensive fundraising strategy that includes individual giving, foundation support, and special campaigns.
- Build and steward relationships with current and prospective donors, cultivating a spirit of partnership and shared mission.
- Lead donor communications and stewardship processes — appeals, thank-you letters, impact reports, ongoing relationship management, and CRM reporting.
- Support board and executive leadership in donor meetings, presentations, and prospect development.

# goodfaith

- Manage fundraising campaigns, including matching challenges and annual appeals, ensuring clear goals and consistent messaging.
- Identify and pursue grant opportunities, including proposal writing and reporting.
- Maintain accurate donor data and analytics to inform strategy and measure progress.
- Plan and execute fundraising events and community gatherings.

## **Communications (Approx. 40%)**

- Develop and oversee a comprehensive communications strategy aligned with Goodfaith's mission and brand. Collaborate with staff to ensure communications amplify programmatic work and reflect the organization's mission and values.
- Create compelling content for email, social media, website, print, and press.
- Manage social media channels and digital engagement metrics.
- Oversee storytelling initiatives that highlight impact, including photography, video, and participant stories.
- Participate in content creation for events and campaigns.

## **Qualifications**

- Commitment to Goodfaith's mission and Catholic social tradition.
- 5+ years of experience in nonprofit development, communications, or related fields.
- Demonstrated success in fundraising strategy, donor cultivation, and communications leadership.
- Exceptional written and verbal communication skills; ability to craft messages that move hearts and minds.
- Strong project management skills and ability to balance multiple priorities.
- Self-directed but values collaboration and thrives in a team-oriented environment.
- Familiarity with CRM systems (Salesforce), email marketing platforms (MailerLite), and social media tools (Hootsuite, Canva, and social media platforms).
- Creative, collaborative, and energized by building relationships.

## **Compensation and Benefits**

- Flexible work schedule
- Generous time-off policy, including paid vacation sick time and holidays *in addition to* two fully-paid respite weeks

# goodfaith

- Hybrid work location (can be remote with travel to office in NJ)
- Benefits include health insurance, life insurance, annual staff retreat, support for spiritual direction, and opportunities for personal and professional development
- Salary commensurate with experience: \$68,000–\$78,000

Goodfaith abides by all anti-discrimination laws and Equal Employment Opportunity Commission regulations consistent with Goodfaith's character as a religious organization. Goodfaith does not discriminate based on race, color, national origin, nationality, ancestry, age, sex (including pregnancy), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, veteran status, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses, or any other legally protected status in accordance with applicable local, state and federal anti-discrimination laws.