

Director of Development and Communications

About VFOR

The Vermont Foundation of Recovery (VFOR) is a nonprofit organization committed to supporting individuals in their transition to long-term recovery from substance use disorder by providing safe, affordable, and structured recovery housing across Vermont.

We operate a network of certified recovery homes in multiple communities, offering stable sober living environments where residents are empowered through accountability, peer connection, and community support. At VFOR, we believe recovery is possible for everyone, and we are dedicated to helping people rebuild their lives with access to opportunity, respect, and the resources they need to thrive.

Job Purpose

To lead VFOR's fundraising, communications, and external engagement strategies to ensure the long-term sustainability and growth of the organization.

Position Summary

Reporting to the Deputy Executive Director and working in partnership with the Leadership Team and Board of Directors, the Director of Development and Communications provides strategic leadership for all institutional advancement activities at the Vermont Foundation of Recovery (VFOR).

This role is responsible for developing and executing comprehensive fundraising, communications, branding, and community engagement strategies that diversify revenue, strengthen donor relationships, elevate public awareness, and advance VFOR's mission throughout Vermont.

As VFOR continues to expand its statewide impact, this position represents an opportunity to build and lead a comprehensive development program. The Director will expand upon the organization's strong grant-funded foundation by growing philanthropic giving from individuals, corporations, and foundations while strengthening external partnerships, community engagement, and organizational visibility.

Key Duties and Responsibilities

Strategic Leadership

- **Department Leadership:** Serve as the direct supervisor and mentor for the Fundraising Manager, Communications Manager, and Grants Manager to ensure alignment across all advancement functions.

- **Strategic Planning:** Develop and implement comprehensive fundraising, communications, and community engagement strategies that support VFOR's long-term strategic goals.
- **Cross-Department Collaboration:** Partner with leadership, staff, and the Board of Directors to identify opportunities that strengthen fundraising efforts, community partnerships, and organizational visibility.
- **Culture of Philanthropy:** Foster an organization-wide culture of philanthropy by mentoring staff, volunteers, and Board members in fundraising best practices and donor engagement.

Fundraising & Resource Development

- **Comprehensive Development Strategy:** Lead the creation and execution of annual development plans focused on individual giving, major gifts, corporate partnerships, foundation support, grants, and special events.
- **Donor Stewardship:** Cultivate, steward, and expand relationships with individual donors, corporate sponsors, foundations, and community partners to increase philanthropic investment in VFOR.
- **Revenue Growth:** Develop creative, diversified fundraising initiatives that increase annual revenue and ensure long-term organizational sustainability.
- **Grant Oversight:** Oversee grant strategy and stewardship, ensuring timely proposal development, reporting, compliance, and fulfillment of all funder requirements.
- **Fundraising Events:** Direct the planning and execution of donor cultivation, stewardship, and fundraising events that strengthen community engagement and philanthropic support.
- **Development Operations:** Oversee donor database management, constituent tracking, gift processing, and reporting systems to ensure accurate data management and effective fundraising operations.
- **Financial Coordination:** Partner with the Finance Department to ensure timely communication and reconciliation of all charitable contributions.
- **Industry Best Practices:** Stay informed of trends and emerging best practices in fundraising, philanthropy, communications, and nonprofit development to continuously strengthen VFOR's advancement efforts.

Communications & Brand Management

- **Communications Strategy:** Lead integrated communications initiatives that align fundraising, marketing, and program messaging to increase awareness, engagement, and financial support.
- **Brand Stewardship:** Oversee the development and consistent application of VFOR's brand identity, messaging, and public image across all communication platforms.
- **Marketing & Public Relations:** Supervise the creation of marketing materials, digital communications, social media, website content, publications, and public relations efforts.
- **Annual Report:** Lead the preparation and production of VFOR's Annual Report and other organizational publications.

Board & Community Engagement

- Board Partnership: Serve as staff liaison to the Board Sustainability Committee and provide regular reports on fundraising performance, strategic initiatives, and development outcomes.
- Community Representation: Represent VFOR at community events, conferences, and meetings to strengthen partnerships and increase awareness of the organization's mission and impact.
- External Relations: Develop and maintain relationships with community leaders, businesses, foundations, government agencies, and other strategic partners.

Desired Qualifications

- Bachelor's degree or equivalent combination of education and professional experience.
- At least five years of progressively responsible leadership experience in nonprofit fundraising, development, communications, or external relations.
- Demonstrated success securing grants from foundation and government funding sources; experience with SAMHSA and HRSA grants is highly preferred.
- Experience developing and implementing comprehensive fundraising strategies that include annual giving, major gifts, corporate partnerships, grants, and donor stewardship.
- Proven ability to cultivate and manage relationships with major donors, foundations, corporate partners, and community stakeholders.
- Strong understanding of Vermont communities and regional philanthropic networks.
- Exceptional interpersonal, written, presentation, and organizational skills.
- Demonstrated ability to lead, mentor, and develop high-performing teams.
- Passion for VFOR's mission and commitment to supporting individuals in recovery.

Compensation & Benefits

- This position is classified as full-time, exempt.
- Competitive salary commensurate with experience, \$75K - \$90K
- Comprehensive medical, dental, and vision coverage.
- Generous Paid Time Off (PTO) and holiday schedule.
- Retirement plan options.
- Flexible/hybrid work environment.

Our Commitment

VFOR is committed to fostering a collaborative, mission-driven workplace grounded in respect, accountability, and shared purpose. We value leadership that is both strategic and human-centered, and

we believe strong internal systems are essential to delivering meaningful impact across the communities we serve.

How to Apply

Please submit your resume and a cover letter outlining your interest and qualifications to VFOR's Human Resources Department at hr@vfor.org.

Employment is contingent upon the successful completion of a background check.

This position is supported in part or in full by grant funding. Continued employment is contingent upon the continued availability of funding.

The Vermont Foundation of Recovery is an Equal Opportunity Employer. We welcome and encourage applicants from all backgrounds and do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic.