

# Director of Public Relations and Fund Development

Full-time 40 hours a week  
Hours vary with flexibility  
Primarily Monday – Friday, No Holidays!

Portal inc is a Human Service's Agency supporting adults with intellectual and/or developmental disabilities.

The Director of Public Relations & Fund Development is a fulltime role critical to planning and executing annual fund development programs and strategies for Portal, inc. a Human Services Agency located in Grafton. You will coordinate work with the Executive Director, Leadership Team and Board of Directors to implement a comprehensive Development Program. Provide vision and management of Portal inc.'s Development and Public Relation strategies.



Responsible for:

- Developing, implementing and monitoring effectiveness of oral and written communications relative to the Agency to various stakeholders, ie public-at-large, donors, partner employers/organizations, participants, participant families, event participants, etc.
- Developing, implementing and monitoring programs and strategies to meet fundraising plans, goals (including events, grants and donor relationships).
- Developing, implementing and monitoring effectiveness of communications, postings, etc. of Agency social media sites.
- In partnership with respective Agency leadership team members, recommends, develops, implements and monitors special event activities, i.e. open houses, fund raising events/activities, etc.
- Developing, implementing and monitoring for effectiveness media releases; ensuring a positive-partnership relationship with local media sources.
- Represents the Agency at community and/or civic events, i.e. Ozaukee Economic Development, Chambers of Commerce, etc.
- Responsible for maintaining donor software system and communications.
- Coordinate our biggest fund raising event, "Portal Fish Day's Run/Walk/Roll".

The successful candidate must possess:

- Bachelor's Degree/Master's Degree in Public Relations/Human Services and/or related field
- Successful completion of Criminal Background Check and Caregivers Background Check
- Clear Wisconsin Motor Vehicle Record
- Minimal five years proven progressive experience
- Non-profit environment preferred
- Excellent interpersonal and communication skills
- Independent problem-solving ability
- Proficiency in Microsoft Office products required
- Working knowledge of Social Media platforms – posting and analytical



Submit your resume or letter of interest to  
[lpoor@portalinc.org](mailto:lpoor@portalinc.org).

Learn more of Portal, inc and the individuals we are honored to serve and support at [www.portalinc.org](http://www.portalinc.org)