



Director of Development

Summary of Position:

- The Director of Development is responsible for increasing philanthropic support to meet the long-term needs of The CARE Center. This individual is to consistently seek out new growth opportunities and partnerships that can further enhance the vision, mission, and financial support of The CARE Center. This position is responsible for the development, implementation and coordination of major fundraising efforts of the organization. The Director of Development reports directly to the CEO.

Essential Job Functions:

- Coordinate and implement annual and long-range financial development plans
- Research, cultivate and solicit prospective donors and corporate and foundation grants
- Responsible for developing fundraising budget, goals and oversight
- Oversight of donor communication (newsletters, solicitation letters, event invitations, etc.)
- Manage the organization's website and social media efforts.
- Manage event planning and volunteers
- Represent the organization in the community and at speaking engagements
- Assist with organizational marketing and public relations efforts
- Maintains working knowledge of accreditation standards of National Children's Alliance, Task Force Protocol, and applicable laws as needed.

Skills and Abilities:

- Strong managerial and leadership skills necessary
- Ability to develop meaningful relationships with individual, corporate and foundation donors
- Strong verbal and written communication skills
- Strong partnership-building and event planning skills
- Ability to work independently and within a team environment to achieve common goals.
- Ability to provide direction and motivation to others through communication, modeling appropriate behavior, optimism and high achievement
- Willingness and ability to travel and to work nights and weekends as needed.
- Ability to read and comprehend financial reports in relation to agency funds.
- Ability to react and adapt to changing situations appropriately.
- Excellent time management skills and ability to comfortably multi-task and handle multiple priorities simultaneously.

Knowledge, and education requirements:

- Bachelor’s degree required
- 5-7 years non-profit experience in development, communications or marketing
- Must have event planning and event management experience
- Demonstrated analytical and fundraising skills with the ability to recognize opportunities and prioritize them to attain goals
- Understanding of donor database management systems, gift processing and donor relations.
- Understanding of prospective donor research techniques.
- Must be able to pass a nationwide background check.

Working Conditions:

- Majority of work will be performed with in a climate controlled office setting with little exposure to excessive noise or dust.

The above is intended to describe the general requirements for the performance of this job and is not to be constructed and an exhaustive statement of essential functions, responsibilities or requirements.

Employee Signature

Date

Care Center Representative

Date