



Job Description Director of Development

Position Title: Director of Development

Reports To: Executive Director

Classification: Salaried / Exempt

Position Summary:

Under the direction of the Executive Director, the Director of Development initiates, manages and directs all aspect of fundraising. Responsibilities include researching, identifying and packaging grant applications and budgets to local, regional and national foundations, implementing and supervising a program for annual gifts from individuals and corporations; investigating opportunities for major gifts, planned and endowed giving. The Director of Development will assist in staffing and overseeing communications, public relations and marketing activities as they apply to positioning the agency for successful fundraising. The Director of Development creates, recommends and manages the budgets for all fundraising programs and maintains strict fiscal controls over expenditures as directed by the Executive Director.

Primary Responsibilities:

1. Coordinate implementation of the agency's annual fund plan to include strategy, prospect research, establishment and achievement of goals
2. Coordinate annual fundraising campaigns, directed primarily towards individuals and businesses which include the preparation of prospect lists, prospect review and evaluation, data collection, tracking and follow up of gift activity and recognition
3. Manage the Development Department, which includes supervision of the Marketing and Communications Specialist, Development Consultant and volunteers
4. Coordinate ongoing contact and cultivation of new and previous donors
5. Utilize and manage donor research and event management software
6. Prepare timely and accurate fundraising reports for distribution to the Board of Directors
7. Research potential funding sources for grants or other gift and sponsorship opportunities
8. Work with the Executive Director in developing a network of fundraising volunteers to include orientation, training and general support
9. Coordinate all major agency fundraising events, including managing event details. Promote and work at events which may occur outside of normal business hours
10. Prepare accounts payable requests and other documentation for the resource development activities



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11. Assist the executive director in the preparation of the development department budgets and monitor expenditures according to the budgets
12. Direct development and production of all fundraising and marketing materials
13. Provide quality customer service to all internal and external customers of the agency
14. Follow agency procedures to assure reporting of suspected child abuse and/or neglect
15. Follow agency procedures in reporting any suspected licensing deficiencies observed at child care programs
16. Participate in the attainment and retention of CCAA Quality Assurance Accreditation
17. React productively to change and handle all other work-related responsibilities as assigned

Qualifications:

1. Bachelor's degree in Public Relations, Nonprofit Management, Fund Development, Event Management, or related field from an accredited college or university
2. Three to five years' experience with essential fundraising or similar duties including database management, donor and prospect research and correspondence, and coordination of special events and volunteers
3. Excellent organizational skills with attention to detail
4. Excellent interpersonal and communication skills
5. Must be proficient with various software products and applications including Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook, Access, Adobe Creative Suite), donor software or other database programs
6. Ability to maintain confidentiality
7. Knowledge of multi-dimensional field of fundraising
8. Must possess well-developed decision making skills and the ability to recognize the impact decisions have on others including utilizing sound judgment approaches when problem solving
9. The ability to effectively manage multiple and diverse responsibilities in a dynamic and fast-paced environment and make a productive contribution to Childcare Resources
10. Valid driver's license with regular access to a vehicle covered by liability insurance with limits of \$100,000/\$300,000