



CHILDREN'S ADVOCACY CENTER OF BENTON COUNTY

Job Description

Position Title: Director of Development

Reports to: Executive Director

Position Description: Leads overall effectiveness and activities of fund development which includes the planning, organizing, and directing fundraising efforts (major gifts program, annual giving, special events, grants and capital campaigns). The Director of Development works closely with the Executive Director and the Board of Directors in all development and fundraising efforts.

Responsibilities (may include but are not limited to):

- Serves on administrative leadership team by providing leadership and direction to staff and assisting with strategic planning, budgeting initiatives in addition to problem solving.
- Direct, plan and coordinate the work of the development staff including supervision and evaluation, training and team building.
- In consultation with the Executive Director, responsible for the selection, hiring, coaching and discipline of the development staff.
- Organize and attend departmental meetings to maintain effective communication.
- Responsible for the development, implementation, management, and evaluations of all activities related to individual giving.
- Responsible for the development of a Major Gifts Program, including research, identification of potential donors, developing the case for giving and developing and maintaining relationships.
- Remain current on all legislation and ethical practices pertaining to fundraising.
- Evaluate and coordinate the organization's marketing plan, including social media and creation of publications, such as quarterly newsletters, annual report, etc, to support fundraising activities.
- Manage relationship with graphic designer to provide overall direction of marketing materials such as organization's newsletter, annual report, end of year appeal, etc.
- Compile, maintain and report on the annual giving, identifying opportunities and challenges and developing strategies to ensure goals are met.
- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs and other similar funds.
- Make public appearances/accept speaking engagements to share information about the organization with the community.
- Seek opportunities to find in-kind support and donations to off-set organizational costs.
- Develop an annual fundraising plan and budget; develop revenue and expense reports for all fundraising events once event is completed.

Qualifications and Skills: Minimum of Bachelor's Degree in business administration or similar field and three years' experience in a mid-level fundraising position. Excellent oral, written and organizational skills with exceptional attention to detail and strong interpersonal skills. Ability to work independently and as part of a team. Sound computer skills including word processing and database

management. Ability to work flexible hours including some evenings and occasional weekend. Must have a valid driver's license along with a safe motor vehicle record, plus an automobile to carry out job duties. Ability to lift a minimum of 20 lbs. Individual must be committed to the vision, mission and purpose of the organization and a willingness to remain knowledgeable of issues related to child abuse.

Salary commensurate with experience

Exemption Status: Exempt