



Job Description

Director of Development

Reports to: Executive Director
Exempt, Full-time, Salary
Salary range: \$55,000 - \$85,000

Position Summary

The Director of Development is responsible for providing the leadership for all development and advocacy efforts, and in partnership with the Executive Director and other key volunteers and staff, helping to build a culture of philanthropy throughout the organization. As Childcare Resources (CCR) advances to the next level of excellence and achievement called for in its strategic plan, the development program must accordingly increase its ability to fund growth.

The Director of Development will be charged with expanding the current program and reaching beyond the existing core of donors to build a robust, diverse effort including annual, major, capital, and legacy gifts. The successful candidate will not only be an out-the-door fundraiser but will be able to position others for success as well, including the Board of Directors (BOD) and Executive Director (ED).

Key Position Objectives

In addition to the daily responsibilities of this position, the Director of Development will be expected to plan for and accomplish the following:

Three Months

- Create and manage moves management process/procedures for staff and BOD utilizing donor management database. Include activities such as writing briefings and proposals for prospect meetings, face-to-face solicitations, compiling contact reports, tracking/planning donors and prospect moves, and tracking donor activity in the donor management database.
- Be able to review and track donations and gifts received in donor management software. Ensure prompt and personalized acknowledgment of all gifts and pledges.
- Cultivate and maintain extensive knowledge about CCR and our annual programs, initiatives, and activities to present a compelling vision of CCR to existing and prospective donors.

Six Months

- Work with the ED to develop and refine strategies to increase individual giving for major/planned giving.
- Identify major/planned gift prospects and create a process to provide accurate monthly, quarterly, and annual reports to Childcare Resources (CCR) leadership on all major/planned gift development activities.
- Share responsibility for reaching annual fundraising goals. Manage a portfolio of major gift prospects: identify, cultivate, solicit, and steward donors to raise established revenue goals.
- Assist with identifying and securing support for major special event fundraisers, as needed.
- Create and execute a comprehensive donor stewardship program.
- Provide support for ED in working with the Development Committee of the Board, including preparing fundraising progress reports, and facilitating and assisting volunteer leaders' involvement in the qualification, cultivation, and solicitation processes.

Position Responsibilities

- Implement and monitor a long-range development plan designed to secure the annual, major, capital, and legacy gifts needed to fund the organization's strategic vision.
- Oversee annual budget planning in conjunction with the Director of Finance and/or the Executive Director. Meticulously monitor revenue and expenses to ensure the financial sustainability and growth of the organization, aligning with the mission and goals.
- Collaborate and oversee all aspects of the development program, including special event planning and communications.
- Harness the capital campaign's success by managing a cultivation and stewardship effort that engages key community leaders and philanthropists with Childhood Resources.
- Develop/maintain a highly collaborative relationship with the ED by accompanying her on donor calls when appropriate and successfully deploying her to key donor visits and stewardship meetings.
- Work closely with the Board President and individual members of the BOD to support them in fulfilling their fundraising tasks, accompanying them on donor visits and stewardship meetings when appropriate.
- Responsible for being the staff liaison of the Development Committee and Advocacy Committee and working closely with the ED to ensure volunteer leadership functions effectively in building the donor base, fund development, and advocacy of CCR's mission.

- Responsible for all grant management, including research, application processing and submission, reporting, scheduling site visits, and budget management.
- Recruit, train, and supervise the development staff and provide annual performance reviews.

Position Qualifications

- A minimum of seven years of relevant, progressively responsible experience in fundraising is preferred.
- Experience with a growth-oriented, nonprofit, and/or a child services organization.
- Experience with donor/constituent database management.
- Thorough knowledge of multiple donor solicitation/fundraising channels, with an emphasis on major gifts, planned/legacy giving, and capital campaigns.
- Proven experience and success in directly soliciting and closing charitable gifts.
- Demonstrated experience in all areas of fund development, including state, federal, and private sector grants and sponsorships, and special event fundraising.
- Proven experience in working closely with and directing the efforts of the Board and relevant committees.
- Experienced and thoughtful in partnering with volunteers.
- Demonstrated success in community engagement at senior levels with the proven ability to impact corporate partnership relationships and effective community partnerships.
- Demonstrated initiative and the ability to work collaboratively in a team environment.
- Design and implement a system to record and monitor all fundraising and management activities.
- Membership and active participation in a professional fundraising association (i.e. AFP).
- Outstanding communicator, listener, networker, and public speaker with a passion for the mission.
- Bachelor's Degree in a relevant field of study; professional certification (CFRE) is strongly preferred.

Cultural Compatibility

The ideal Director of Development candidate will demonstrate a commitment to and passion for philanthropic development and growth of the organization. They will share and support the mission, vision, and values of Childcare Resources and be willing and able to adapt their personal and professional style as needed to integrate effectively as a key contributor to the ongoing growth and success of the organization. They will be a high-energy, positive thinking professional with a self-sustaining, individual motivation, a strong sense of purpose, and a belief they can make a difference. In addition, they will possess and demonstrate the following competencies and behaviors.

Professional Competencies

Problem-Solving

Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Business Acumen

Understands business implications of decisions; Displays orientation to profitability and financial management; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Adaptability

Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays/unexpected events.

Innovation and Mission

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

Motivation, Passion, and Commitment

Puts success of the mission as primary driver above own interests; displays passion, vision, and commitment; inspires dedication to the mission and performance excellence in others.

Additional Information

This position requires county-wide travel; a valid driver's license is necessary. This advertisement will remain open until filled. Applications will be reviewed as received. Childcare Resources reserves the right to make a hiring decision at any point during the posting period.

Benefits

Full-time eligible staff have the opportunity to receive a comprehensive benefits package. Health insurance, of which 85% is paid by CCR, and \$25,000 life insurance is sponsored by the agency. Dental, vision, and voluntary life insurance are also available at the sole cost of the employee. Vacation, sick, and personal time are offered along with 14 paid holidays per year.

Application Process

To be considered for this position, submit a cover letter, including salary requirements, and a resume. You must apply via email to: Michele Harr, Michele@ChildcareResourcesIR.org

If you have any questions, please contact Michele Harr at Michele@ChildcareResourcesIR.org or 772-567-3202 ext. 103.