



JOB BULLETIN

CORNERSTONES OF CARE

POSITION: Director of Development

DEPARTMENT: Development

Pay Grade: 9

Salary: \$55,410.43 - \$85,886.16 annually

(Starting salary depends on education and experience)

RESPONSIBILITIES: The Director of Development is responsible for developing meaningful relationships to support the financial strength of the organization, in addition to overseeing all development operations related to public support of the organization. This position is responsible for implementing development strategies to achieve personal and department-wide annual revenue goals in the public support sector. The Director of Development leads fundraising and development activities received from public support – including, but not limited to: individual giving, in-kind donations, corporate support, volunteer support, planned giving, online/mail appeals, geographic outreach and special campaigns. This position is responsible for researching and cultivating funding opportunities to support the organization’s infrastructure, including identification of funding needs and the establishment of funding priorities, in consultation with the Chief Development Officer. Additional responsibilities include developing and implementing fundraising activities from individuals, corporations, foundations and business partners, including cultivation/expansion of donor base. This position strategically utilizes the donor database to add prospects, track interactions with donors, segment audiences, and provide progress reports to Chief Development Officer as needed. The Director of Development manages a team of key fundraising and development staff members. This position interacts with the Governing Board and Foundation Board and supports the work of the Fundraising Council and Community Councils, as necessary. The Director of Development serves on the agency’s Senior Leadership Team, is a member of the Development Department’s Leadership Team and closely collaborates on agency-wide initiatives with the Senior Marketing Manager, Special Events Manager, Grants Manager, Donor Relations Manager and various program directors across the organization. The Director of Development represents the agency in the community and serves as an ambassador to varying constituent groups in order to strengthen relationships and promote community involvement. The successful candidate will have a passion of connecting donor interests with the meaningful impact of Cornerstones of Care’s mission of helping children and families heal through its trauma-informed programs and services in communities across Kansas and Missouri.

QUALIFICATIONS: This position requires a Bachelor’s degree. Seven (7) to nine (9) years of direct fundraising experience is required. The preferred candidate will have Certified Fund Raising Executive (CFRE) credentials. Must pass background check, physical and drug screening. This position also requires a valid driver’s license and proof of current vehicle insurance.

BENEFITS: Cornerstones of Care offers full-time employees a competitive benefits package, including: medical/dental/vision coverage; prescription coverage; accident insurance; short-term disability; health savings account (HSA); flexible spending account (FSA); paid time off; and retirement (401K). To view a detailed Summary of Benefits please visit our website at www.cornerstonesofcare.org and under the heading “About Us” click on “Join Our Team.”

HOW TO APPLY: Please complete an online application at www.cornerstonesofcare.org. The position will remain open until a successful candidate is identified.

CORNERSTONES OF CARE’S ORGANIZATIONAL COMMITMENTS:

- **Nonviolence**-helping to build safety skills and a commitment to higher purpose
- **Emotional Intelligence**-helping to teach emotional management skills
- **Social Learning**-helping to build cognitive skills
- **Open Communication**-helping to overcome barriers to healthy communication, learn conflict management
- **Democracy**-helping to create civic skills of self-control, self-discipline, and administration of healthy authority
- **Social Responsibility**-helping to rebuild social connection skills, establish healthy attachment relationships
- **Growth and Change**-helping to work through loss and prepare for the future

Questions?

Please contact: Cornerstones of Care, Human Resources Department
300 E. 36th Street, Kansas City, MO 64111
Phone: (816) 508-1707 Fax: (816) 508-1757

*Cornerstones of Care is an
Equal Opportunity Employer*



How to Search and Apply for Job Openings

You must apply for each position of interest

STEP ONE: Go to the Cornerstones of Care website, www.cornerstonesofcare.org

STEP TWO: Hover over *About Us* on the top menu, scroll down to *Join Our Team* and click on *Job Openings* to the right.

STEP THREE: Scroll down the *Job Openings* page to view all open positions and their locations

STEP FOUR: Click directly on position of interest to access the Job Bulletin, which contains specific information to the selected position

STEP FIVE: Scroll down to bottom of Job Bulletin page and click on *Apply for this Position* at the bottom left-hand corner.

STEP SIX: Scroll up and click the blue *Continue* box in order to proceed.

STEP SEVEN: Select answers to Invitation to Self-Identify Gender, Ethnicity/Race questions. Once complete, click the blue *Continue* button.

STEP EIGHT: Select answers to Invitation to Self-Identify Protected Veteran Status questions. Once complete, click the blue *Continue* button.

STEP NINE: Scroll up to complete the Self-Identification of Disability questions asked. Enter *Your Name* and *Today's Date*. Once complete, click the blue *Continue* button.

STEP TEN: Scroll up to begin the application. A **résumé is required**, choose from the three options to upload under the *Apply with a Résumé* section.

STEP ELEVEN: Proceed through each section. Please note that areas that are shaded red and include a red asterisk * must be filled out.

STEP TWELVE: After completing the final section, *Applicant Signature* and *Date* (Comments section is optional), click the blue *Submit* button.

Questions?

Please Contact Kathrin Griggs, HR Generalist at: Kathrin.Griggs@cornerstonesofcare.org

Partnering for *safe and healthy* communities.

300 E 36th Street, Kansas City, MO 64111 • 1-844-824-8200 • cornerstonesofcare.org