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[growingfutureseec.org](http://growingfutureseec.org)

Growing Futures Early Education Center is currently hiring a Development & Community Relations Director to join our team! Our mission is to nurture children and strengthen families to enrich our community.

We offer Early Head Start, Head Start, and Community Child Care options for children 0-5 and their families. We provide much more than early childhood education. We focus on the whole family - providing services for health, nutrition, social services, mental health, and opportunities for parent education and involvement.

The development director serves on the senior management team to provide leadership in fund development activities to meet the program's objectives and strategic initiatives. You will provide leadership and oversight of a diversified fundraising program including grant writing, an annual giving program, planned giving, corporate giving, special events, and in-kind contributions. You will be responsible for securing financial support for the organization while ensuring all development activities are consistent with the organization's mission, vision and values. The development director will monitor the grants budget, calendar and strategies to generate support from governmental, corporate, community and family foundations. This position has one direct report.

Additional responsibilities include but are not limited to:

- Represent the Executive Director to the Kansas City philanthropic community as needed.
- Plan, direct, and implement a comprehensive development plan that generates individual, corporate, government, foundation, and organizational donations and grants at a variety of levels.
- Responsible for planning and executing all Growing Futures Early Education Center special events.
- Research new grant opportunities and compile, write and edit all grant letters, proposals, and applications in accordance with grant-making organizations' preferences and guidelines to maximize the potential of a grant award.
- Coordinate up-to-date mailing lists and donor database, ensuring donations are recorded and acknowledgments are sent within 48 hours of receipt the majority of the time.
- Attend and participate in networking opportunities to further community awareness and build relationships.



A Head Start for children and families.



**Benefits:**

- Competitive salary
- Generous PTO plan with a paid winter break and paid spring break
- Paid holidays
- Health, Dental and Vision plan
- 403b Retirement plan
- Short Term Disability, Long Term Disability, Life Insurance
- Professional development

**What do we look for?**

- Bachelor's degree in English, Public Relations, Marketing, Communications or another related field.
- Prior experience in a fundraising capacity with a proven history of direct solicitation.
- Experience in the areas of grant writing, planned giving, major donor development, and annual fundraising.
- Excellent research skills.
- Knowledge of fundraising databases with the capability to design and provide dashboard reports.
- Excellent interpersonal, leadership, organization, verbal and written communication skills.
- Ability to articulate a persuasive and compelling case verbally and in writing; ability to influence and engage a wide range of donors and build long-term relationships.

**How to apply:** Send your resume to Human Resources at [humanresources@growingfutureseec.org](mailto:humanresources@growingfutureseec.org).

***This institution is an equal opportunity provider and employer.***

*This agency is partially funded by the Kansas Department of Health and Human Services and the Kansas Department for Children and Families.*



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