



The Centers Foundation
Development Officer and staff lead for Champions of Hope

The Centers is the longest-continuously operating nonprofit organization in Arkansas. Every year, we provide critical mental health services to more than 5,000 people in our state. Our services include psychiatric residential care for school-aged youth, day treatment for adults with serious mental illnesses, the state's only intensive residential program to help survivors of human trafficking, the state's largest therapeutic foster care program and serving as the Community Mental Health Center for adults in 11 counties of central, north and northwest Arkansas.

The Centers' Foundation engages community members, including individuals, corporations, foundations and churches, in the work of changing lives of children, youth and adults in need of mental health care.

The Development Officer and Program Manager for Champions of Hope will lead a unique service, leadership and philanthropy program for young men in central Arkansas in 11th and 12th grade. The person in this position will also be the staff leader for our Ambassadors of Hope volunteer organization and will work with a donor portfolio comprised primarily of Champion of Hope families. This person reports to the Foundation Director at The Centers.

It is an in-person position with offices located at Freeway Medical Building, 5800 W. 10th St., behind Four Points Sheraton in Little Rock. There is flexibility in office hours during the week since evening and weekend work hours are required.

Primary Duties and Responsibilities

- Champions of Hope program
 - Lead Champions of Hope program for young men in 11th and 12th grade in central Arkansas
 - Promote and recruit up to 50 Champions of Hope each year
 - Communicate regularly with Champions and their parents for each education session and activity
 - Plan annual calendar and communicate with service partners and presenters for Champion events
 - Recruit and lead a group of volunteers who serve on an Advisory Committee to support Champions of Hope
 - Review giving commitment for all Champion families and update parents monthly during the program year
 - Set up peer-to-peer fundraising web sites and strategies for Champions and other volunteers
 - Lead Giving Tuesday activities, including Champions fundraising for Giving Tuesday

- Fundraising activities
 - Work with Foundation Director to create a portfolio of 50 to 75 individuals and organizations for your caseload
 - Create individual goals and touchpoint plans for each person in your caseload
 - Create proposals, update reports and other communication with donors in your caseload and share examples with other development officers to communicate with donors in their caseloads
 - Create annual fundraising goals and monitor progress toward goals by documenting actions in the Raiser's Edge CRM that reflect caseload activity and performance
 - Lead donor stewardship program, with strategies that include small group activities, participation in affinity groups, donor recognition and invitations to volunteer with The Centers
 - Participate in sponsorship committees for special events and invite companies and individuals to support through sponsorship of events
 - Lead staff for The Centers' Ambassador of Hope Volunteer Group, including developing volunteer opportunities, recruiting participants and communicating regularly with volunteers.
- Candidate Profile
 - Successful candidates will be leadership driven and able to work well with a group of young men in high school, their parents, volunteers and service partners. Candidates need to be able to build and sustain relationships, work evenings and weekends as needed, manage group activities, and communicate effectively through GroupMe, SignUp.com, emails, phone calls and in-person meetings.
 - Bachelor's Degree and 2-5 years experience in non-profit organizations or event planning required. Superior written and verbal communication skills will be used for professional communication and sponsorship needs. Fundraising development experience preferred. Effective management of youth leadership activities necessary.
 - Ability to effectively present information to families, Champions of Hope and business and community leaders. Skilled in communicating verbally and in writing with a diverse group of supporters, volunteers and donors. Capacity to effectively present information to business and community leadership, public groups and/or our boards of trustees to inspire them toward our important mission.
 - Ability to work with financial information to report revenue of Champions of Hope and update families on progress toward gift commitment. Working knowledge of Excel and Raiser's Edge are helpful.

Salary range: Varies based on experience, with a range from \$55,000 to \$65,000

Apply by sending your cover letter, resume and three references to Melissa Hendricks, Foundation Director, MHendricks@TheCentersAR.com. Have questions? Call Melissa at 501-666-9436. Career opportunities at The Centers are also advertised on Indeed.com and LinkedIn.