## Director of Development

Do you want to be part of the team that expands fundraising capacity at Child*Serve* to improve the lives of children? We're looking for a **Director of Development** to grow ourdonor base and increase private gift support to advance the mission and help provide resources to implement the organization’s strategic plan.
 **What You’ll Do**

* Identify, cultivate, solicit, close and steward annual and major gifts from a portfolio of approximately 150 managed prospects
* Provide leadership to the external relations effort in the Iowa City market to include the formation of a Community Advisory Board, growing the organization presence through community functions and service clubs and conducting an annual fundraising effort
* Draft, design and prepare proposals needed for the solicitation of prospective donors and complete a minimum of 100 organized face-to-face portfolio meetings annually
* Provide sponsorship and logistical support for Child*Serve’s*fundraising special events
* Prepare an annual development plan that includes goals, action plans and calendars for various annual fundraising segments
* Design, implement, and monitor results for direct mail appeals, including the annual holiday appeal and fiscal year-end appeal

**What You’ll Need**

* Bachelor’s degree in related field
* Five or more years of significant development experience in a non-profit setting
* Demonstrated track record of achievement in annual giving and major gifts work, including personal visits with prospects, moves management approaches and closing gifts
* Working knowledge of development best practices, trends in philanthropy, fundraising tools and technology, including donor databases, email and online campaigns and donor research
* Excellent written and presentation skills and the ability to manage multiple projects concurrently
* Ability to communicate effectively in reading, writing, and speaking the English language

**Who We Are**

**At Child*Serve*, no position is ever “just a job.” When you join our team, you’ll leave work** every day knowing that you’ve made a positive difference for children with special healthcare needs and their families.

We serve nearly 4,500 children each year through our wide range of specialty pediatric healthcare programs and services in Ames, Des Moines and Iowa City. We hire many positions, from expert caregivers, medical professionals, administrative staff (and everything in between). **Each team member plays an important role in fulfilling our mission: We partner with families help children with special healthcare needs live a *great* life.**

Child*Serve* has been a Top Workplace in Iowa for five years running, thanks to our passionate team and our commitment to outstanding care. **If you’re ready to help families move Forward Together with support from** ***ChildServe,* apply today.**

**Organization address:** 5406 Merle Hay Rd.

 Johnston, Iowa 50131

**Preferred start date:** TBD

**Hours:** Full-Time

**Contact:** Andrea Tiedeman, Staff Resource Manager

 AndreaT@childserve.org, 515-251-5519

[**APPLY ONLINE**](http://app.jobvite.com/m?3L1dvkwj)