



smalltalk
CHILDREN'S ADVOCACY CENTER

Job Description: Development Director

Reports to: Executive Director

Job Classification and Status: The Development Director position is an hourly, non-grant funded position and is an at-will employee which can be terminated with or without cause. The position requires 40 hours per week of donor service, fundraising and fiscal development activities with some flexibility in scheduling. The position and pay rate is contingent upon funding.

Essential Duties and Responsibilities

- Build and manage a portfolio of prospects and donors
- Cultivate mutually beneficial relationships with donors
- Provide quality, meaningful service to donors that honors the donors' goals
- Maintain and update donor data base in coordination with the Business Manager
- Represent the organization at fundraising, community and networking meetings, speak to professional organizations and other appropriate groups about the organization, and organize, plan and host development-related and networking functions
- Further and sustain the organization's mission through outreach and fundraising
- Coordinate with the Executive Director and Business Manager to ensure proper documentation and donor recognition for received donations
- Maintain positive donor relations and continual donor contact throughout the year
- Update website, social media, and email campaigns with donor recognition and solicitations
- Create an annual fundraising/marketing calendar with specific financial goals and plan for achieving those goals
- Oversee the execution of all marketing materials, including the annual report
- Attend all staff meetings
- Other duties as assigned by Executive Director

Preferred Skills, knowledge, and abilities requirement:

- 2+ years of experience in a professional fundraising, public relations, marketing or related field
- Experience and working knowledge of charitable giving
- Experience or knowledge of child advocacy centers
- Proven ability to work autonomously, collaboratively and within a team structure
- Knowledge of tax laws affecting charitable giving
- Excellent written and verbal communication skills
- Positive attitude and strong interpersonal skills
- Ability to multi-task and manage time effectively

Educational Requirements: Bachelor's degree in Communications, Public Relations, Marketing, Business or other related field preferable

Benefits: Paid time off, paid holidays, life, health, dental and vision Insurance.

Physical Environment: The physical environment is an office building. The position requires the ability to sit at a desk, work on a computer and do some light lifting. The position may involve some travel to meet with donors, and meetings for training purposes. All employees must have no criminal convictions (felonies/crimes) of child abuse/neglect or violent crimes and no listing as a perpetrator on the Department of Human Services Central Registry.

Small Talk Children's Advocacy Center will employ the Development Director in accordance with all state and federal laws, including but not limited to, Equal Employment Opportunity and the American Disabilities Act laws.