

Prevent Child Abuse North Carolina Job Description

JOB TITLE: Director of Development

REPORTS TO: President & CEO

PRIMARY RESPONSIBILITIES: The Director of Development in partnership with the President & CEO is responsible for the overall success of PCANC's annual fundraising strategies. A key Leadership Team member, the Director of Development is an active participant in making strategic decisions affecting PCANC. The Director of Development will design and implement a comprehensive plan for developing external alliances by cultivating individual and philanthropic support. PCANC is a quickly growing, mission driven organization whose budget will grow to match this need with an aggressive, ambitious and achievable goal of \$1.5 million in new philanthropic revenue by 2021.

SPECIFIC RESPONSIBILITIES: Resource Development

The Director of Development is responsible for all fundraising and development activities and will forge new relationships to build PCANC's visibility, impact and financial resources.

- Primary responsibility for managing and implementing the infrastructure needed to secure funding through the solicitation of major gifts, individual donors, federal and state grants, special events, and corporate and foundation support
- Expand and diversify the donor base and work closely with the President & CEO and Board members to secure new funding
- Collaborate with the Director of Finance and Administration to develop and implement PCANC's financial strategy
- Primary responsibility for development and execution of all funding proposals, write and archive all proposals with a long-term relationship management approach
- Oversee research regarding funding sources and trends to position PCANC ahead of major funding changes or trends
- Manage annual appeals and direct mail campaigns
- Coordinate all logistics for PCANC's participation in employee giving campaigns (CFCs, SECC, etc.), to include attendance at key agency fairs and events
- Manage all logistics and promotion of fundraising events and activities
- Manage web-based peer-to-peer giving campaigns and all fundraising aspects of the PCANC website
- Manage the implementation of DonorPro/Salsa Labs and oversee staff responsible for data entry and gift processing
- Produce donor and donation reports and updates related to areas of responsibility as required

SPECIFIC RESPONSIBILITIES: Team Development and Management

The Director of Development is responsible for recruiting and managing a team to support the resource development goals of the organization and ensuring efficient operation of the Development Department. Specifically, the Director of Development is responsible for the following key activities:

- **Culture:** Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- **Team Development:** Mentor and develop staff using a supportive, collaborative approach on a consistent basis. Provide opportunities for staff to engage in professional development activities on a regular basis.

- **Team Management:** Collaboratively establish performance and development goals for each Development Team member. Assign responsibilities and accountabilities, meet regularly with each team member and the team as a whole to assess progress towards goals, and conduct an annual performance evaluation with each member of the team.
- **Budget Management:** Develop the annual operating budget for Development activities. Manage budget and report expenses in a timely manner to finance staff. Ensure all expenses are an effective use of resources.

SPECIFIC RESPONSIBILITIES: Organizational Leadership and Strategic Planning

The Director of Development serves as a key member of PCANC's Leadership Team and an active participant in making strategic decisions affecting PCANC. Specifically, the Director of Development is responsible for the following key activities:

- **Strategic Planning:** Work closely with Leadership Team, Board of Directors, and designated staff to drive organizational development and implementation of the strategic plan.
- **Organizational Leadership:** Provide leadership and direction in setting overall goals and strategies for the organization. Actively participate in Leadership Team meetings and discussions regarding the strategic direction of the organization. Maintain a professional demeanor at all times and actively contribute to a positive working environment.
- **Advisor:** Serve as advisor to the President & CEO, Leadership Team, and Board of Directors on event planning and resource development.
- **Collaboration:** Serve as senior-level mentor and bridge-builder for the organization as a whole, assuring ongoing collaboration between departments and strengthening partnerships with key stakeholders. Actively participate in PCANC staff meetings. Serve as staff liaison to Philanthropy Committee.
- **Other:** Perform other duties as assigned.

Requirements:

- Bachelor's Degree in related field is preferred
- Demonstrated success in a development function expanding, cultivating, and managing existing donor relationships over time and forging relationships with donors, prospects, and volunteers.
- Exceptional interpersonal skills with demonstrated ability to work collaboratively, accept responsibility, and motivate colleagues, volunteers, and donors
- Knowledge of fundraising principles and best practices
- High energy and passion for PCANC's mission is essential
- Experience supervising other development professionals
- Able to prioritize work in order to successfully complete multiple tasks within expected time frames
- Strong problem solving and organizational skills
- Excellent verbal and written communication skills; ability to influence and engage a wide range of donors and build long-term relationships.
- Ability to travel and work a flexible work schedule that includes some nights and weekends
- Ability to maintain a positive work environment
- A professional and resourceful style, effective working independently or as a member of a team, to take initiatives and to manage multiple tasks and projects at a time
- Excellent computer skills, including Internet research, and facility in learning new data management and e-newsletter distribution tools

- Demonstrated knowledge of donor management software, DonorPro/Salsa Labs preferred, and Microsoft Office including MS Word, Excel, Outlook, and PowerPoint

Salary Range: \$70,000 - \$75,000/year.

Send cover letter and resume to info@preventchildabusenc.org.

Position open until filled. No phone calls, please. EOE.