

**Job Title**

Development Director

**Reports to**

President & CEO

**Direct Reports**

Annual Giving Manager

## Primary Responsibilities

This position is a senior leadership role responsible for setting and implementing strategies to achieve Prevent Child Abuse North Carolina's (PCANC) annual fundraising goals. This role leads the Development Team including an Annual Giving Manager and Development Intern.

## Specific Responsibilities

Develop a cohesive, long-term strategy for generating philanthropic support to fund PCANC's strategic plan and oversee the development and implementation of PCANC's fundraising initiatives by managing relationships with existing funders and securing new funding sources that will enable long-standing, upstream prevention of child maltreatment.

## Resource Development

The Director of Development is responsible for setting fundraising strategy, developing relationships, sharing PCANC's story, and managing infrastructure needed to secure funding.

1. **Partnership and Collaboration.** The Director of Development will work collaboratively with the Board and key staff leaders to achieve fundraising goals. Specifically, the Development Director is responsible for
  - a. Assisting the Board's Philanthropy Committee in developing strategies to initiate and meet fundraising goals,
  - b. Coordinating with the Programs and Policy Team to identify projects that need funding and potential funding sources,
  - c. Collaborating with the Finance & Administration Team on CRM management, gift processing, financial reporting, grants management, and revenue goal setting, and;
  - d. Collaborating with the Communications and Marketing team on the design, production, and distribution of materials for fund development that are consistent with the PCANC brand.
2. **Strategic Fund Development.** The Director of Development is responsible for securing revenue through the following revenue streams:

### **Annual Giving**

- Ensure the success of annual giving campaigns (online + direct mail), including but not limited to: employee giving programs, web-based peer-to-peer platforms, and community-based fundraisers
- Work closely with Annual Giving Manager, President & CEO and Board of Directors to secure/retain individual donors
- Collaborate with CRM Manager to build and maintain functionality of CRM software related to fundraising; oversee staff responsible for fundraising-related data entry and gift processing
- Collaborate with Marketing & Communications department to develop and execute all fundraising-related communication campaigns

### **Major Gifts**

In partnership with the President & CEO:

- Increase and maintain the major donor base by creating and managing an ongoing donor identification, cultivation, and recognition program for major gifts and multi-year giving society individuals.
- Identify, cultivate, solicit and steward individuals for major gifts and planned gifts to add to PCANC's endowed funds.

### **Corporate Partners**

- Develop relationships with current and prospective corporate partners
- Promote opportunities and secure all sponsorships for PCANC deliverables and events

### **Federal/State/Foundation Grants**

- Develop relationships with current and prospective foundation partners
- Research grant opportunities from governmental, foundation, and corporate funders.
- Manage the development and submission of all potential funding proposals
- Document and continuously improve the grants management process

### **Organizational Partners**

- Ensure PCANC maintains a strong relationship with Kappa Delta chapters in NC and oversees support of annual Shamrock fundraising efforts
- Oversee engagement with community-based fundraising events as they arise

## **Team Development & Management**

The Director of Development is responsible for recruiting and managing a team to support the fundraising goals of the organization and ensuring the 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, diversity, equity and inclusion, 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 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 timely to finance staff. Ensure all expenses are an effective use of resources.

## Organizational Leadership

The Director of Development serves as a key member of PCANC's Leadership. They are 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. Always maintain a professional demeanor and actively contribute to a positive working environment.
- **Advisor:** Serve as advisor to the President/CEO, Leadership Team, and Board of Directors on fundraising and resource development strategy.
- **Collaboration:** Serve as senior-level mentor and bridge-builder for the organization, assuring ongoing collaboration between departments and strengthening partnerships with key stakeholders. Actively participate in PCANC staff meetings. Serve as staff liaison to Board Philanthropy Committee.
- **Other:** Perform other duties as assigned.

## Job Qualifications

- 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. Experience securing major gifts is preferred.
- Exceptional interpersonal skills with demonstrated ability to work collaboratively, accept responsibility, and motivate colleagues, volunteers, and donors
- Excellent verbal and written communication skills; excellent storyteller, empathetic communicator and ability to influence and engage a wide range of donors and build long-term relationships.
- 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 to successfully complete multiple tasks within expected time frames
- Strong problem solving and organizational skills
- 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, Donor Pro/Salsa Labs or Salesforce preferred
- Ability to work virtually and manage a virtual team

**Job Type:** Full-time

**Pay:** \$60,506.00 - \$76,000.00 per year

**COVID-19 considerations:** Masking, social distancing, sanitary supplies provided; limited staff in office.

### **Equal Opportunities and Accommodations Statement**

Prevent Child Abuse North Carolina is proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability status, or any applicable characteristics protected by law.