



## Director of Development

### Essential Job Functions are:

- **Development** - Plan and implement an annual fund development campaign in consultation with the Executive Director and Development Committee. Manage a comprehensive program that includes annual giving programs, capital campaigns, major gifts, planned giving and special events programs. Prepare and make appeals to potential donors, foundation and organizations.
- **Marketing, Public Relations & Communication** - Maintain consistent brand standards across all communication and marketing platforms. Coordinate public outreach efforts including the development of graphics, emails, videos, print and other creative marketing content with a high standard of creativity, excellence and effectiveness. Oversee social media messaging and strategy. Write, edit and clarify copy to ensure consistent voice. Proficient with Adobe Pro, Publisher, or other graphic software. Excellent writing, editing, and proofreading skills.
- **Special Events** - Successfully produce major fundraising events each year by securing corporate and individual sponsors and auction items. Work closely with Executive Director to plan and implement events including, but not limited to:
  - ✓ Bottom Line for Kids Dinner
  - ✓ Fountain Golf Tournament
  - ✓ Joe Rowland Benefit
  - ✓ Agency Annual Meeting
  - ✓ Assist with the Annual Looking to the Future Conference
  - ✓ Exhibit at conferences and other venues as needed
- **Volunteer/Donor Relations** - Work closely with Board of Directors to insure meaningful involvement and support. Ensure appropriate donor recognition and appreciation. Prepare for Board and Committee meetings.
- **Corporate Relations** - Cultivate, maintain and strengthen relations with corporate community partners.
- **Administrative** - Oversee the donor management system to maintain accurate acknowledgement and funding sources.

### Education/Experience

Bachelor's degree from an accredited college or university in Public Relations, Communications or a related field and five years of experience performing fundraising and public relation functions through all forms of media.

Use of personal vehicle required. Maintain personal automobile liability insurance (\$50K minimum). Valid MS driver license. Some evenings and weekends required

### Benefits

Employee Health Insurance

Employer paid Life, AD&D & LTD

Elective Family Health Insurance and Employee/Family Dental, Vision and Life, etc.

Retirement - Pension Plan

Paid Time Off (Vacation/Illness/Holidays)