



JACKSON COUNTY CHILD ABUSE TASK FORCE, INC. JOB DESCRIPTION

CHILDREN'S ADVOCACY CENTER

DEVELOPMENT DIRECTOR

POSITION GOAL:

To work with the Executive Director and Board members of the Children's Advocacy Center on a variety of tasks to ensure adequate funding for the agency, a positive image in the community, and ongoing resources for growth and development of services to clients and community members.

SUPERVISOR: EXECUTIVE DIRECTOR

QUALIFICATIONS:

BA/ BS or equivalent experience; proven ability to develop and successfully implement fund development plans; proven ability to secure funds through a variety of channels, including donors, foundation and government grants, corporate sponsorships, and fundraising events; ability to write complex grant proposals, create project budgets, and write reports on funded grants; strong oral and written communication skills; proficiency in the use of all relevant computer programs; ability to work as a member of the administrative team on all initiatives related to development; proven ability to create and sustain positive relationships with staff, Board and Advisory Council members, volunteers, donors, and community members; ability to work independently on projects and also work as part of a team; and demonstrated ability to represent the agency in the community in a professional and positive manner.

POSITION FUNCTIONS:

DEVELOPMENT AND FUNDRAISING

1. Create and implement an annual fund development plan, working closely with the Executive Director and Development Committee of the Board of Directors, and evaluate the results annually.
2. Lead or assist in all fundraising initiatives including fundraising events and donor campaigns.
3. Research potential funding sources, including government grants, foundation grants, civic organization grants and donations, and corporate donations and sponsorships, and create an annual foundation proposal plan.
4. Write grant proposals and reports to a variety of funding sources, ensuring to meet all deadlines, guidelines, and protocols.
5. Create project budgets for grant proposals and assist in the creation of the annual agency budget.

6. Assure that all grants and donations are tracked and that donors are thanked in a timely manner.
7. Create and sustain ongoing positive relationships with existing and potential new donors and work with the Executive Director and Board members in donor cultivation and appreciation events.

BOARD INVOLVEMENT

1. Attend all meeting of the Development Committee and be available to attend other committee and Board meetings as requested by the Board.
2. When needed, serve as chair of the Development Committee and lead development initiatives of the committee.
3. Make monthly reports as requested by the Executive Director or Board, based on need.

COMMUNITY RELATIONS

1. Work with the Executive Director on public relations projects including the creation of written materials, media campaigns, and social media initiatives.
2. Make public presentations as needed to funders and community members.
3. Oversee fundraising initiatives of community businesses and individuals which are offered to benefit the agency.
4. Train and supervise volunteers and pertinent staff members in development activities.
5. Create and sustain positive relationships with the media, partner agencies, foundations, government agencies, and other community members.

OTHER RESPONSIBILITIES

1. Meet regularly with the Executive Director and handle other duties as prioritized by the Director.
2. Supervise and manage the Social Media and Protect Our Children contract positions.
3. Supervise the Outreach and Communications Coordinator.
4. Observe all agency policies and procedures.
5. Attend trainings and conferences as pre-approved by the Executive Director.
6. Maintain cooperative and respectful relationship with other agencies which provide services to children and collaborate with the CAC.
7. Promote the Children's Advocacy Center in a positive manner to donors, clients, employees, volunteers and the community.
8. Maintain a positive, professional image at all times.
9. Encourage teamwork through cooperation.