



## **Ad for Director of Development**

The Director of Development, as a part of the development team, works under the direct supervision of the Executive Director and will be responsible for formulating, implementing and directing the fundraising strategies for the organization. In partnership with the Executive Director and the Board, the Director of Development will bear primary responsibility for the creation and implementation of the fundraising program including: major gifts, foundation/corporate cultivation, sponsors, grant proposals and appeals to individuals and institutions, fundraising events and providing fundraising leadership to the development team and to the Board.

Please email your resume to: Niccole Howard at [NiccoleH@collierchildcare.org](mailto:NiccoleH@collierchildcare.org)

### **Essential Duties and Responsibilities**

- Assist Executive Director in all aspects of fundraising
- Develop a comprehensive fundraising plan that supports the mission of CCCR, and update annually
- Work with the Board and staff to motivate and guide them in fundraising and development
- Supervise Director of Marketing and Communications; plan and execute all marketing, public relations and communication efforts
- Supervise Director of Fundraising and Events
- Develop strategies for identifying prospects for immediate support and long-term cultivation and solicitation
- Identify, organize and evaluate information from a variety of sources to determine prospect's financial capacity, philanthropic interest and relationship to CCCR
- Develop major donor relationships with individuals, foundations and corporations
- Prepare solicitation materials for donors, grant funders and corporate sponsors based on their interests, resources and philanthropic priorities
- Develop major donor relationships with individuals, foundations and corporations
- Spend time out of the office, visiting with individual, foundation and corporate prospects
- Solicit gifts personally and in partnership with others
- Recruit new members and renewals for corporate fundraising program (Business 100)
- Collaborate with and support the Director of Fundraising and Events and Events Committee in executing special events, especially securing sponsorships
- Design and implement annual appeal and direct mail campaigns
- Design and implement future planned-giving campaign
- Develop, implement and maintain gift-related policies and procedures, and ensure ethical compliance as defined by the Association of Fundraising Professionals
- Participate in planning for future capital campaign
- Coordinate with outside fundraising consultants as needed
- Contribute to the overall success of the agency
- Special projects or duties assigned by the Executive

## **Qualifications**

- Demonstrated commitment to the mission of CCCR
- Bachelor's Degree from an accredited institution of higher education; advanced degree preferred
- Five+ years' professional experience and continuing education in non-profit fundraising
- Deep knowledge of fundraising principles and donor relations cycle; CFRE preferred
- Comfort with technology, especially Microsoft Office software; experience with the Giftworks/Frontstream donor database preferred
- Demonstrated ability to build strong relationships, motivate and effectively work with Board members, staff, and donors
- Excellent oral and written communication skills, presentation and interpersonal skills
- Experience with individual, foundation, and corporation prospect research
- Energetic, outgoing, professional, detailed and driven to exceed goals
- Self-starter exhibiting sound, independent judgment and creative problem-solving acumen
- Excellent negotiation skills
- Ability to handle time-sensitive matters with appropriate discretion
- Ability to perform multiple tasks using effective time management/organizational skills
- Must be proficient in the English language

## **Physical Requirements**

- General office with local travel
- Ability to lift up to 50 lbs.

## **Work Environment**

- Office with some local travel required
- Participation in and attendance at events held to promote CCCR

## **Job Type:** Full-time

Salary based upon education and experience. When you join the CCCR family, you become part of a culture that values unique differences and celebrates the diversity of our children, families and employees. We offer an extensive benefits package that includes: competitive salary, paid personal leave, 12 paid holidays, comprehensive and affordable health insurance plans including medical, dental and vision, and a 401K Plan (employee contributes). CCCR staff receives a 50% discount for childcare tuition of enrolled children. The potential candidate must be able to pass a background check and drug screening. Collier Child Care Resources is an Equal Opportunity Employer and a Drug Free Work Place.