



POSITION DESCRIPTION

POSITION: Community Development Director

SALARY RANGE: \$55,000-\$60,000

STATUS: Full Time Part Time Exempt Non-Exempt

Join our dynamic and dedicated team to help provide a safe, compassionate, healing environment for children who have been a victim or witnessed a crime. Our Community Development Director helps uphold our values of Collaboration, Excellence, and Impact by building and maintaining relationships with community stakeholders and ensuring each child has the safety they need to tell their story. The Center is committed to disrupting systems of oppression through recruitment for diversity, equal opportunity for low-income applicants, flattened pay scales, inclusive decision-making, and pathways for advancement.

FUNCTION: Reporting to the Executive Director, The Community Development Director is responsible for building and maintaining relationships with community stakeholders to support the mission of the Children's Advocacy Center ("The CAC"). Working closely with the Executive Director and the Board of Directors, the Community Development Director raises operational funds and secures in-kind donations through donor cultivation, special events, social media engagement, and major gift requests. This position does not have any supervisory responsibilities, but sits on the Management Team and participates in the CAC's efforts toward diversity, equity, and inclusion for clients and our staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

Donor Development:

- Collaborate with the Executive Director to identify areas of greatest need.
- Set annual monetary goals and budget according to short- and long-term goals.
- Establish fundraising objectives for the organization, setting one year, five year, and longer-term goals.
- Maintain a list of potential financial donors including corporations, foundations, and individuals.
- Develop relationships with each donor through stewardship and cultivation activities.
- Build, grow, and maintain a comprehensive donor database.

Special Events:

- Conduct project management activities to ensure detailed tasks are completed.
- Collaborate effectively with the Board of Directors and serve on relevant committees.
- Engage sponsors to maximize proceeds from semiannual fundraising events.
- Present new ideas for donor/volunteer recognition and friendraising events.

Social Media and Marketing:

- Collaborate with the Executive Director and Board of Directors to refine and implement a comprehensive Marketing Plan;
- Produce relevant and informative fundraising literature for distribution to previous donors and the public.
- Build the organization's online presence to efficiently reach all of Southern Arizona.
- Create and distribute a periodic newsletter and the Annual Report.

Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree or equivalent prior experience.
- Four years of experience in nonprofit fundraising/development experience
- Excellent organization and communication skills
- Experience with high end donors preferred
- Experience working with Windows based software packages
- Must be able to pass a fingerprint and criminal background check.

SPECIAL ABILITIES AND KNOWLEDGE:

- Ability to think strategically and plan carefully
- Strong partnership-building and event planning skills
- Ability to prospect, cultivate, and manage new accounts
- Excellent communication and public speaking skills
- Positive attitude, flexibility, and teamwork

Any offer of employment is contingent upon successful completion of new hire screenings, including background checks, drug testing, and professional reference checks.