

## Christian Community Placement Center Job Description

**Position:** Director of Development  
**Reports to:** Executive Director  
**Supervises:** Grant Writer, Administrative Assistant  
**Status:** Full-time salaried  
**Salary:** \$45,000-50,000 annually, plus benefits  
**To apply:** Submit a resume and cover letter in PDF format via the contact form at  
<http://ccpcusa.com/contact-us/>

### **Position Overview**

The Director of Development (DD) designs and implements the funding strategies of Christian Community Placement Center (CCPC) in cooperation with the Board of Directors and Executive Director. Priority funding strategies for CCPC include raising major gifts, annual giving campaigns, outreach to area church congregations, business contributions and sponsorships, foundation grants (the agency employs an in-house grant writer), and one or two annual fundraising events.

The DD will participate in strategic and annual planning, budgeting, and the recommending of policies and procedures for Board approval. He/she works closely with the Executive Director and professional staff to evaluate and respond to major government and foundation requests for proposals, taking responsibility for translating staff ideas into cohesive, winning responses. He/she works within the guidelines, policies, and mission of the organization and is accountable for specific projects and outcomes as assigned.

### **Required Qualifications:**

- Four or more years of experience related to successfully raising funds from individual donors, foundations, businesses and government funders, special events, and/or other activities
- Excellent computer skills including internet research, word processing, database management, email and Microsoft Office programs

### **Preferred Qualifications and Skills:**

- Bachelor's Degree in a related field
- Strong collaboration and teamwork skills
- Solid understanding of philanthropy, major gifts, legacy gifts, foundation and government grants, and corporate giving
- Experience working with nonprofits in the field of youth counseling, mentoring, foster care, etc.
- Ability to research and collaborate with professionals to create successful proposals in response to Requests for Proposals from government and foundation funders
- Proven persuasive communication skills; excellent reading, writing, editing, and donor research
- Resourceful professional with demonstrated initiative, discipline, patience, and ability to perform under pressure and meet deadlines
- Excellent time management skills with attention to detail and ability to work independently
- Knowledge about development strategies and fund development research resources and tools
- Familiarity with foundation and corporate funding programs
- Experience with Virtuous, Raiser's Edge, Greater Giving, or similar development software

## Duties

### Fundraising (approximately 75 %)

- Lead and support CCPC's activities with individuals, churches, and groups throughout the fundraising cycle: identify prospective new donors, educate them about CCPC's impact, engage them in CCPC's mission, cultivate them for eventual solicitation, solicit gifts respectfully at the right time, for the right purpose; steward donors and their gifts.
- Raise funds directly from a personal portfolio of continuing donors and donor prospects (individuals, businesses, and/or foundations).
- Work with the ED and the CCPC Board Development Committee to design a development work plan for every Board member, making sure Board members are supported to accomplish their work plans in a timely fashion.
- Staff the ED and Board members to engage, cultivate, solicit, and steward those making the largest and most significant gifts, and to identify promising new major donor prospects.
- At the direction of the ED, take the lead in organizing and crafting CCPC's responses to significant government and foundation RFPs.
- Develop an outreach strategy to area church congregations to solicit financial contributions and foster homes.
- Identify additional companies and professional groups to support CCPC's mission; find productive ways of engaging and building beneficial partnerships with them
- Plan and oversee the implementation of CCPC's annual fundraising event, involving volunteers and other staff as needed to ensure cost-effectiveness
- Recruit and retain fundraising event sponsors by communicating effectively and closely collaborating on event proposals and sponsorship benefits
- Implement effective communication strategies to engage and inspire support, generate gifts, and build awareness and visibility for CCPC
- Understand and articulate CCPC's case for support and be able to help and train others articulate it both internally and externally.

### Administration (approximately 25%)

- Ensure the timely, accurate tracking of donations in the donor management database and the processing of gift receipts and acknowledgement letters; produce development reports as needed.
- Collaborate with the grant writer on proposals for funding that impact CCPC's sustainability, effectiveness, and quality of service to youth and families.
- Ensure timely accurate submission of grant and proposal reports and maintain excellent funder relationships.
- Develop and manage the Development Department's annual budget and budgets for any special fundraising projects or campaigns; work closely with Finance to ensure accuracy
- Understand and report on the costs and return on investment of CCPC's fundraising program
- Recommend fund raising goals that are reasonable given history and the status of all cultivation efforts but also respond to CCPC leadership's plans and vision
- Contribute to strategic and business planning
- Inform the ED of changing needs and opportunities on a continuing basis and recommend action based on CCPC's strategic plan, previous investments in fundraising and whether existing strategies produce desired results
- Work as a collaborative member of the senior staff team.
- Other duties as assigned by the Executive Director