



smalltalk  
CHILDREN'S ADVOCACY CENTER

**Job Description:** Development Director

**Reports to:** Executive Director

**Job Classification and Status:** The Development Director position is an hourly position and is an at-will employee which can be terminated with or without cause. The position requires 40 hours per week of donor service, fundraising and fiscal development activities with some flexibility in scheduling. The position and pay rate are contingent upon funding.

#### **Essential Duties and Responsibilities**

- Lead fundraising and outreach activities of the organization.
- Build and manage a portfolio of prospects and donors.
- Build and maintain relationships with current donors.
- Provide quality, meaningful service to donors.
- Maintain and update donor database.
- In coordination with the Executive Director, create opportunities to represent Small Talk in the community and represent the organization at networking meetings.
- Sustain the organization's mission through outreach and fundraising.
- Coordinate with the Executive Director and Business Manager to ensure proper documentation and donor recognition for received donations.
- Update website, create social media content, and write and send email campaigns.
- Create an annual fundraising/marketing calendar with specific financial goals and plan for achieving those goals.
- Analyze and interpret fund development data.
- Provide leadership in the planning and execution of the annual charity event, with a focus on sponsorships and donor relationships.
- Oversee the execution of all marketing materials, including the annual report.
- Attend all staff meetings.
- Other duties as assigned by Executive Director.

**Preferred Skills, knowledge, and abilities:** Minimum 3 years of experience in a professional fundraising, public relations, marketing or related field. Experience and working knowledge of charitable giving.

Experience or knowledge of child advocacy centers. Proven ability to work autonomously, collaboratively, and within a team structure. Knowledge of tax laws affecting charitable giving. Excellent written and verbal communication skills. Positive attitude and strong interpersonal skills. Ability to multi-task and manage time effectively. History of successful gift solicitation. Working knowledge or ability to acquire knowledge of relational databases or CRM systems.

**Educational Requirements:** Bachelor's degree in Communications, Public Relations, Marketing, Business or other related field

**Benefits:** Paid time off, paid holidays, life, health, dental, retirement, and vision Insurance.

**Physical Environment:** The physical environment is an office building or telecommuting as approved by the Executive Director. Private, furnished office is available. The position requires the ability to sit at a desk, work on a computer and do some light lifting. The position may involve some travel for meetings and training purposes. All employees must have no criminal convictions (felonies/crimes) of child abuse/neglect or violent crimes and no listing as a perpetrator on the Department of Human Services Central Registry. Small Talk Children's Advocacy Center will employ the therapist in accordance with all state and federal laws, including but not limited to, Equal Employment Opportunity and the American Disabilities Act Laws.

Small Talk Children's Advocacy Center will employ the Development Director in accordance with all state and federal laws, including but not limited to, Equal Employment Opportunity and the American Disabilities Act laws.

**Employee name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_