

JOB DESCRIPTION

JOB TITLE: Development Manager II	OFFICE LOCATION: Chapel Hill
DIVISION:	SERVICE AREA: CH/Durham/Wake
DEPARTMENT: Development & Communications	CLASSIFICATION: Exempt
DIRECT SUPERVISOR: CCSA President	HOURS PER WEEK: 40

JOB SUMMARY:

The Development Manager is responsible for planning, implementing, and managing comprehensive annual fundraising and development programs to support the operations of CCSA. Responsibilities include grant writing, management of the direct mail program, CCSA gift clubs, foundation and corporate annual giving and related events. The Development Manager works closely with the CCSA's Divisions, and volunteer leadership. The Development manager reports directly to the President.

DUTIES AND RESPONSIBILITIES:

- Treats information on CCSA clients, employees, Board members and/or donors in a confidential manner.
- Develop, implement and manage all aspects of an integrated development plan including; annual giving campaign, solicitation of new donors, renewal of existing donors, promotion to individuals, corporations and other affinity groups as appropriate; provide direction and support to appropriate agency leadership and divisions to secure funds from a variety of public and private resources including; individuals, local, state and federal funding entities, corporate and private foundations.
- Develop a strategic plan for deeper engagement and increased development outreach at the local, state and national level.
- Prepare a written annual fundraising plan to be approved by the President and presented to the Board of Directors at the beginning of each fiscal year.
- Engage the Board's Fund Development Committee in strategic prospect identification and solicitation in collaboration with the President.
- Manage direct mail programs, including appeals and renewals. Devise and implement segmentation, mail scheduling, upgrade strategies and benefits, and other appeal strategies.
- Cultivate and solicit upgrades from individuals, corporations and foundations for annual support; identify and solicit new prospects for the gift clubs focusing on annual gifts of \$500 or more.
- Promote the Board Annual Campaign and support board involvement in development activities.
- Assist other divisions in the agency in developing and preparing quality, funding proposals and solicitations.
- Write and/or edit fundraising and campaign marketing materials, proposals and funding reports for accuracy, completeness and clarity. Submit all applications in accordance with grant requirements. Develop and implement marketing strategies and materials to meet CCSA's fundraising goals.

- Create and/or oversee the creation of publications for the agency including quarterly, mid-year and annual reports, and community PR materials.
- Define and implement funding strategies by providing timely advice and information on funding opportunities, requirements and procedures.
- In collaboration with the President, develop annual campaign themes to be carried out in direct mail appeals, renewals and annual proposals. Coordinate development communications, and consult with other fundraising staff on concept, design, and writing of development communications pieces. Assist with proposals for major gifts as needed.
- Manage agency website and social media content to ensure it is current and maintains consistency across the agency.
- Support special event activities including event planning, financial goals and implementation of event activities in collaboration with staff and volunteers; Manage and facilitate fundraising special events.
- Oversee the development and maintenance of the prospect/donor database. From database, generate ongoing and as needed reports and complex donor analysis.
- Develop and oversee the development office's research function. Provide research on prospects/donors as requested by fundraising leadership. Conduct interdivisional meetings to identify and prioritize project needs, coordinate and research grants.
- Develop and oversee CCSA's gift processing and acknowledgement protocol and systems.
- Generate and provide a monthly activity report for fundraising/campaign committees and CCSA leadership outlining progress toward annual goals.
- Successfully meet annual financial fundraising goals.
- Perform other tasks as assigned.

SPECIAL SKILLS:

- Proven track record in development securing individual, corporate, foundation and endowment gifts.
- Thorough understanding of the unique needs and resources of non-profits.
- Ability to organize and perform work without direct supervision. Takes initiative.
- Excellent accuracy, attention to detail, and the ability to handle multiple projects.
- Ability to positively interact and influence diverse audiences.
- Excellent grammar, writing skills and public speaking skills; demonstrated ability to compose business correspondence and funding proposals.
- Working knowledge and experience with donor/prospecting databases.

SKILLS AND EDUCATION REQUIREMENTS:

A Bachelor's degree in any field. A Master's degree preferred. A minimum of two to four years of professional experience in a fund development office leading or assisting annual fund drives, grant writing, and special events. Proficiency with computers and standard business machines.

SPECIAL WORKING REQUIREMENTS:

- May require a flexible schedule, including occasional evening and weekend work.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential responsibilities.

- No substantiation or criminal conviction of child abuse or neglect.
- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.

Please submit your resume to HR@childcareservices.org

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