

Position Description

Job Title: Assistant Development Director

Program: Fundraising

Reports to: Development and Communications Officer

Schedule: Monday – Friday 8:00am-4:00pm, **nights and weekends as needed**

Classification: Full Time-Exempt

Job Classification: Manager

Step Differential: Step

Cell Phone Group: Group 1 - Criteria A

Mileage Allowance Group: Group D

SUMMARY: The Assistant Development Director is responsible for identifying, cultivating, soliciting and stewarding current and new individual donors and prospects, as well as current or new corporate/business and civic organization donors and prospects in order to meet or exceed budgeted fundraising goals.

The Assistant Development Director is also responsible for supporting efforts related to communications and marketing, and donor data management. She/he provides leadership and supervision to the Development Associate and Events & Marketing Manager, and works closely with agency staff, board members, donors, and volunteers to ensure fundraising success and foster relationship growth.

JOB SPECIFIC DUTIES AND RESPONSIBILITIES:

Fundraising

1. Work with the Development and Communications Officer to create and implement a comprehensive and effective annual fundraising plan congruent with the objectives and strategies of the agency's Strategic Plan.
2. Create and implement an effective and measurable moves management plan for identified donors.
3. Meet or exceed budgeted goals for corporate and business giving, grow the Corporate Champions program, and build and foster strong and mutually beneficial relationships with corporate and business leaders in the community.
4. Meet or exceed budgeted goals for community fundraisers, and build and foster strong relationships with community leaders, civic clubs, churches and other partners.
5. Identify, cultivate, solicit and steward new individual donors, current mid-level donors and lapsed donors in order to contribute to budgeted contributions and appeal goals.
6. Supervise and manage the Events & Marketing Manager in meeting her/his budgeted goals.
7. Participate in the Corporate Leadership Committee of the gala and other event committees to help secure event sponsors and meet budgeted sponsorship goals.
8. Under the tutelage of the Dev & Comm Officer, coordinate and work closely with the Events & Marketing Manager to create vibrant and relevant opportunities to give and meet budgeted goals for #31derful ways campaign during Domestic Violence Awareness Month.
9. Supervise and manage the Development Associate and oversee management of the donor database and provision of reports and analysis of data as needed for resource development and communications.
10. Navigate through Salesforce platform and record all relevant donor interactions and moves management.
11. Maintain current and relevant knowledge on industry fundraising trends and best practices.

Marketing and Communications

1. Supervise the Events & Marketing Manager in meeting marketing and communications benchmarks, especially in social media.
2. Oversee the development and implementation of a comprehensive and effective annual Marketing and Communications Plan.
3. Prepare and manage special e-mail communications with donors via Constant Contact to keep them connected to relevant news, unique opportunities for engagement and fundraising initiatives.
4. Serve as a spokesperson for CCSS and represent the organization at designated events.

Administrative

1. Provides leadership of the department in coordination with the Development and Communications Officer.
2. Provide leadership, supervision and direction to Events & Marketing Manager, Development Associate and development volunteers.
3. Acts as back-up in the extended absence of the Events & Marketing Manager or Development Associate.
4. Assist in reporting on all Strategic Plan Objectives and Strategies associated with fundraising and marketing/communications.
5. Assist in the preparation of all Development and Events budgets annually.
6. Complete all required agency reports, forms, etc. as required.
7. Perform other duties as assigned.

KEY PERFORMANCE INDICATORS

KPI	EVIDENCE
Meet or exceed identified budgeted fundraising goals	Salesforce and Dev Goals Report
Increase number of new donors	Salesforce Reports
Re-engage lapsed donors and meet re-engagement goals	Salesforce Reports and Dev Goals Report
Ensure metrics for marketing and communications are met and best practices implemented	Dev Goals Report, Google Analytics, Marketing & Comm Audit
Effectively manage and provide opportunities for growth and development for the Development Associate and Events & Marketing Manager	Performance reviews

POSITION REQUIREMENTS:

Education Required:	Bachelor's Degree in Social Work or Related Field, Valid Driver's License
Experience Required:	<ul style="list-style-type: none"> • 5 years' experience in Fundraising & Communications • 1 year in Strategic Planning • Exceptional organization, project management and workflow skills • Knowledge and use of Salesforce (Preferred) • Proficient in CRM Donor Database • Proficient in Microsoft Office Suite • Strong Project Management and personal workflow skills. • The ability to maintain confidentiality of Administrative Functions.

Credentiailling Required:	✳ 40 Hour DV Training
	<input type="checkbox"/> PAIP Certification
	<input type="checkbox"/> Sexual Assault Certified
	<input type="checkbox"/> ICDVP Certification
Skills Needed:	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Read and understand written information • Work autonomously and productively • Highly organized, strong attention to detail • Problem Solver, team member and sound judgement
	<ul style="list-style-type: none"> • Must have the ability to create a comprehensive plan and follow through on each detail. This person must be highly organized, have excellent relationship building skills and experience, and enjoy a fast paced work environment.

ESSENTIAL JOB FUNCTIONS:

This table directly refers to the frequency of which your job requires you to do on a daily basis.

Office Equipment	Rarely	Occasionally	Frequently	Physical Demands	Rarely	Occasionally	Frequently
Telephone			X	Standing		X	
Computer			X	Sitting			X
Fax/Printer		X	X	Lifting (#40 lbs.)	X		
Copier			X	Carrying		X	
Filing			X	Walking		X	
				Driving			X
Working Conditions	Rarely	Occasionally	Frequently	Mental Demands	Rarely	Occasionally	Frequently
Indoor			X	Problem Solving			X
Outdoor		X		Making Decisions			X
Loud Noises	X			Supervise			X
Fumes	X			Interpret Data			X
				Organizing			X
				Read/Write			X