



Kids' FIRST Center Development Director Position Description

Reports To: Executive Director

Mission: To provide intervention and advocacy for children who are victims of, or witnesses to, crime.

Vision: Kids' FIRST Center's vision is to minimize the trauma experienced by children and families who've experienced child abuse and neglect through its multidisciplinary intervention, advocacy, support and strong community partnerships.

POSITION OVERVIEW

The Development Director position is a significant leadership position for Kids' FIRST Center and will work alongside the Executive Director, Deputy Director, Fundraising Committee, Marketing Communications Committee and Board of Directors to meet departmental and organizational goals and ensure that all department activities are consistent with the organization's mission, vision, and values. This requires the ability to think broadly and strategically about the Center's work, as well as to be detail oriented and organized about the implementation and structures necessary to move the Center's vision into reality. This position is exempt, salaried.

JOB RESPONSIBILITIES

Fundraising and Communications

- Manage the Center's business development and communications functions under the Executive Director's and Board's general supervision.
- Work with Executive Director, Deputy Director, Development Committee, Marketing Communications Committee, Board Development Committee, and Board of Directors to research, develop, implement and expand traditional and creative fundraising strategies and programs to meet or exceed the organization's fundraising and strategic plan goals. Fundraising programs include annual giving, grants, events, major gifts, foundations & corporations, and planned giving.
- Manage and coordinate foundation, corporate, individual, and event fundraising including institutional proposal development and grant reporting.
- Partner with program staff to develop and implement social and new media strategies.

- Oversee execution of all fundraising events to raise community awareness and meet or exceed event budget goals.
- Develop and implement a robust major gift program including corporate contacts and support in conjunction with Executive Director.
- Develop donor recognition plan in consultation with leadership and committee members.
- Lead long and short-term Development Department planning, budgeting, and revenue projections.
- Oversee annual fund activities including events, direct mail campaigns, web giving, newsletters, social networking, and staff.
- Create and manage portfolio of major donors.
- Oversee development and implementation of annual comprehensive communications plan involving traditional and new media, marketing, publications, and outreach in order to increase engagement from donors, volunteers, and community members.
- Represent Kids' FIRST Center in the community through speaking opportunities and events. Oversee volunteer speakers.
- Direct the recruiting and stewardship of volunteers as community ambassadors.
- Ensure development and maintenance of appropriate systems and reporting to facilitate donor engagement, research and cultivation, gift processing, recognition and event evaluation. Maintain accountability and compliance standards for donors and funding sources.
- Participate as member of the senior management team in leading the organization and participating in overall strategic planning and budgeting.
- Work collaboratively in a team environment with a spirit of cooperation.
- Supervise staff and consultants as determined.
- Other duties as determined.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience required. Bachelor's degree and minimum two years successful fundraising experience or equivalent combination of education and experience.
- Strong project management, strategic planning, budgeting and forecasting skills.
- Excellent oral, written and interpersonal communications skills, including public speaking experience.
- Success in cultivating and sustaining relationships with a wide variety of constituencies.
- Demonstrated ability to generate appointments, make the ask, and close a solicitation while exercising appropriate judgement and discretion and building long term relationships between donors and Kids' FIRST.
- Effective staff and volunteer development skills and experience.
- Working knowledge of communication and marketing strategies and tools.
- Ability to anticipate and solve problems as well as focus on details.
- Experience working with Microsoft Office suite applications. Willing to learn other data management systems.
- Commitment to the mission, values, aspirations of Kids' FIRST Center.

- Proven ability to work in a team and build working partnerships. Can flexibly share leadership and build consensus.
- Ability to prioritize tasks and follow through on commitments.
- Respect for confidential information and the privacy of those the Center serves.
- Current Driver's License and auto insurance.
- Must successfully pass a criminal and DHS background check.

Additional Information: This role requires access to transportation and the ability to travel in the community approximately 20% of the time.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds.

WORK ENVIRONMENT

This position is based in an office setting and will require travel and occasional work from other sites.

COMPENSATION

Salary range: \$40,000-\$60,000, DOE

Kids' FIRST Center offers a competitive benefit package, including but not limited to: paid time off, paid holidays, employer paid health and dental benefits for employee and family, and retirement match.

Paid Holidays: New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Benefits: Kids' FIRST will pay 100% of the premiums for the following:

Retirement: Simple Plan, American Funds (up to 3% salary match contribution)

F.S.A: Health Equity F.S.A. (no premiums; participation is voluntary)

Disability: Short Term Disability and Long Term Disability

Fire Med: Membership for Lane County Fire Med ambulance services

Health: Providence Oregon Standard Silver Plan (employee and family)

Dental: Pacific Source Dental Choice (employee and family)

Vision: Included in basic health plan