



ABC of NC

Director of Development

This position reports to:

Executive Director

The following positions report to this position:

Assistant Director of Marketing and Community Engagement

Development Database and Administrative Manager

Benefit Level: 3

Classification: Exempt

Job Summary:

Oversees all activities of the development department, including fundraising, marketing/communications, grants and reporting, and the volunteer/internship program; develops and implements ABC of NC's comprehensive fundraising plan with the Board of Directors, staff, and key community stakeholders; raises money through individual, corporate, and foundation giving; researches and develops funder prospects; coordinates, writes, and procures programmatic, capital, operations, capacity, and research grants; visits, cultivates, and solicits individual donors; reviews and contributes to supporting materials to secure long-term community and institutional support to meet the organization's development goals.

In all assignments, this position will follow the practices and spirit of ethical donor-centered fundraising to advance the mission of ABC of NC.

Key Responsibilities:

1. Creates multi-year and annual comprehensive development plan and development budget.
2. Leads and manages the organization's overall development efforts to raise funds, particularly in the area of individual, corporate, and foundation donor development.
3. Coordinate production of large-scale mailings, communications, and solicitations (e.g., annual appeals).
4. Plans, leads, and executes (with the support of the development team) events that raise funds and increase mission awareness including, but not limited to, the Gourmet Lunchbox Luncheon (Fall) and the Modern Toyota Golf Classic (Spring).
5. Solicits appropriate grant/funding opportunities from corporate and private foundations for organization needs such as, but not limited to: programs, services, financial aid funding, and general operating expenses.
6. Identifies and develops donor relationships; solicits and secures funding from government, community, and/or advocacy organizations that allow payment for autism treatment and/or research.
7. Engages appropriate board, staff, and/or community relationships critical to successful solicitation; closes gifts in a timely manner.
8. Creates strategies and cultivates relationships to drive annual, planned, and major giving.
9. Grows the organization's donor base by identifying, cultivating, and stewarding relationships with current and potential individual, corporate, and foundation donors.

10. Collaboratively develops best practices for donor stewardship and management of the donor database, including data entry, gifts acknowledgement, and summary reports for the executive director and board of directors.
11. Reviews and contributes to stakeholder stewardship plans, marketing, and public relations strategy.
12. Develops and implements training to lead other staff and directors of the Board in support of fundraising efforts.
13. Engages in continuous improvement efforts by participating in the Quality Assurance/Quality Improvement/School Improvement plan and implementation.

Essential functions:

1. Must be able to type on a computer keyboard.
2. Must be able to travel by automobile.
3. Pass a criminal background and drug check

Qualifications (Education, Experience, Knowledge, Skills):

1. Bachelor’s degree, ideally in nonprofit administration, business administration, communications or a similar field
2. At least three years of experience in development, volunteer coordination, grant writing, event planning, marketing/public relations and/or related industries, preferably as a department director
3. Management experience
4. Exceptional communication skills, including writing/oral presentation and listening skills
5. Excellent leadership and management skills
6. Strong budgeting and planning skills
7. Exceptional time-management and organizational skills
8. Computer literacy with proficiency in e-mail, MS Word, Excel PowerPoint, and Publisher; Canva or other design programs; and donor management software (e.g., Raiser’s Edge, Blackbaud)
9. Present a professional demeanor and physical appearance
10. Must be positive, upbeat, energetic and creative
11. Knowledge of autism and related disorders an asset
12. Ability to work occasional evenings and weekends

Access

May not access confidential client educational or therapeutic records.

Job Description Acknowledgement

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print)

Title

Employee Signature

Date

Supervisor Name (print)

Title

Supervisor Signature

Date