

Care Net Pregnancy Services of Northern Kentucky

TITLE: Director of Development **REPORTS TO:** Executive Director

LOCATION: All Northern Kentucky **STATUS:** Exempt
Centers

SUPERVISES: Development Assistant, Baby Bottle Campaign Coordinator and Social Media Coordinator.

PRIMARY FUNCTION

- Direct and implement all fundraising efforts as outlined in the annual strategic plan designed by the Board of Directors
- Develop and grow the champion's for life major gift program
- Develop, promote and support a planned giving program
- Implement and maintain Capital Campaign follow up and communication to donors
- Maintain and expand programs that generate individual donations, church and business support as well as grant opportunities from corporations, foundations and other grant giving organizations.
- Oversee the coordination of specific fundraising programs such as the Annual Banquet, Golf Scramble, 5K run/walk, Annual Appeal and the Baby Bottle Campaigns in January, May and October

PRINCIPAL DUTIES

- Initiate and lead development staff meetings on a bimonthly basis
- Implement and refine existing fundraising methods
- Explore and develop new sources for fundraising
- Assist Executive Director in working with the Board to enhance development efforts
- Submit monthly reports of development progress vs strategic goals for Board review
- Assist Executive Director in preparing annual development plan with corresponding budget to outline revenue generation vs expenses for Board review
- Compose and submit requests for current and potential grant giving organizations and individuals in conjunction with the Executive Director
- Maintain an accurate grant calendar and submit monthly to the Executive Director to track all grant activity
- Manage the Donor/Prospective Donor portfolio via the E-Kyros database
- Responsible for follow up communication to Donors; specifically donation recognition
- Coordinate and schedule public relations activities such as church presentations, ministry fairs, agency association meetings, etc.
- Attend executive staff meetings and report and update information pertaining to development department
- Write and oversee copy with appropriate web manager for donor and client websites.
- Create promotional materials for all fundraising activities
- Create a calendar indicating the timing on all communications & promotions for the Development Department.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

- Bachelor's degree or at least 5 years related work/development experience
- Ability to follow instruction and coordinate fundraising efforts as outlined in the directives given by the Executive Director and the Board
- Strong and effective interpersonal and communication skills
- Intermediate PC skills in a Windows based environment

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SPECIAL REQUIREMENTS

- Be a committed Christian who demonstrates a personal relationship with God and exhibits a strong commitment to the Pro-Life position
- Attend Center Volunteer training
- Candidate must be able to work under pressure and meet deadlines
- Candidate must be detail oriented and organized
- Candidate must be able to multi-task, work independently as well as be a team player