



ABC of NC

Director of Development

This position reports to:
Executive Director

The following positions report to this position:
Marketing and Development Manager
Engagement Coordinator

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 contribute supporting materials to secure long-term community and institutional support to meet the organization's development goals.

Benefit Level: 3

Key Responsibilities:

1. Follows practices and spirit of ethical donor-centered fundraising to advance the mission of ABC of NC.
2. Creates an annual comprehensive development plan and development budget
3. Leads and manages the organization's overall development efforts to raise funds, particularly in the area of individual, corporate, and foundation donor development.
4. Grows the organization's donor base by identifying, cultivating, and stewarding relationships with current and potential individual corporate, and foundation donors
5. Creates strategies and cultivates relationships to drive annual, planned, and major giving
6. Engages appropriate board, staff, or community relationships critical to successful solicitation; closes gifts in a timely manner.
7. Identifies and develops relationships and solicits and secures appropriate granting opportunities from corporate and private foundations for programs and services, financial aid funding, and general operating expenses.

8. Identifies and develops relationships, solicits and secures grants from government, community, or advocacy organizations that allow payment for autism treatment research.
9. Collaboratively develops best practices for management of the donor database (eTapestry), including data entry, gifts acknowledgement, and summary reports for the executive director and board.
10. Reviews and contributes to volunteer, intern, and stewardship plans and marketing and public relations strategy.
11. Develops and implements training to lead other staff and board of directors to support fundraising efforts.

Physical Requirements:

1. Must be able to type on a computer keyboard
2. Must be able to travel by automobile

Qualifications (Education, Experience, Knowledge, Skills):

1. Four-year college degree with experience in development, volunteer coordination, grant writing, event planning, marketing/public relations and/or related industries
2. Exceptional communication skills, including writing/oral presentation and listening skills
3. Excellent leadership and management skills
4. Strong budgeting and planning skills
5. Exceptional time-management and organizational skills
6. Computer literacy with proficiency in e-mail, MS Word, Excel PowerPoint, and Publisher; proficiency with donor management software, such as eTapestry
7. Present a professional physical appearance
8. Pass a criminal background and drug check
9. Must be positive, upbeat, energetic and creative
10. Knowledge of autism and related disorders an asset

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