



Director of Programs Job Description

The mission of Children and Family Urban Movement is to create a community to support the potential of children youth, and families through educational success, healthy living , and community engagement.

Job Title:	Director of Development
Reports to:	Executive Director
FLSA Status:	Full Time Exempt
Salary:	Commensurate with experience

Primary Purpose and Function:

Advance the mission of CFUM through resource development. The Director of Development has overall responsibility to plan, develop, and oversee the administration, implementation, monitoring, and evaluation of the strategic fund development plan which includes, aspects of communications/marketing & PR, special events, and volunteer development. The Director will work closely with the Executive Director, the Development Committee of the Board of Directors and key volunteers to ensure consistent, sustainable development of resources to support CFUM's excellent quality programs with positive, strategic impact.

Reasonable Accommodation

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Duties and Responsibilities

Develop, plan, implement, and manage a well-rounded development plan of action that includes:

- Major donor development: Implement strategies to create, develop and maintain ongoing giving relationships with individuals, corporations and planned estate giving. Conduct and oversee future capital campaigns as the need arises.
- Annual Giving Campaign: Employ and manage an annual giving campaign including direct mailing efforts, internet fundraising, and social media campaigns.
- Community outreach: Work closely with the Executive Director to track and apply for annual grants. Develop relationships and foster donations from various community foundations, groups and churches.
- Communications/Marketing & PR: Utilizing internal and external assets and relationships, coordinate/manage the organization's efforts in communications, marketing and public relations,
- Event support: Assist special event committees comprised of Board members and community volunteers to secure event sponsorships, in-kind donations, and event participation.
- Volunteer Management: Utilizing internal and external assets and relationships, coordinate/manage an effective volunteer recruitment, retention, and management effort.

Administration of contact management related to donors and funders including:

- Timely gift recording and maintenance of contact management database
- Ensure gift acknowledgements, thank you letters and tax receipts are distributed in a timely manner.
- Monitor and communicate ongoing donation results to Executive Director and Board of Directors.
- Other administrative duties as assigned.

Integration of development activities with overall CFUM operations in the areas of:

- Communication, both internal and external
- Evaluation and strategic planning

Specific Experience/Knowledge/Skills Required:

- A minimum of 3-5 years of fund raising/development experience required; 4-7 yeears preferred
- High school diploma required; bachelor's degree preferred
- Excellent communication skills—both oral and written
- Outstanding organizational skills and the ability to meet deadlines
- Self-motivated and resourceful
- Ability to manage sensitive and confidential information with integrity
- Capacity to function both independently and as an engaged team member
- Proficiency in Microsoft Office applications, Outlook, and database management.

Physical Requirements

Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc. Typically, the employee may sit comfortably to perform the work. However, there will be walking, standing, bending, carrying of light items such as papers, books, small parts, driving an automobile, etc. No special physical demands are required to perform the work.