



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 & Communications

Classification: Exempt

Reports to: Executive Director

Date: 9/3/2019

Primary Purpose and Function: Represents CFUM positively, professionally, courteously and effectively to external constituents as well as in collaboration with other CFUM staff and the families being served by CFUM. This role has overall responsibility to plan, develop, and oversee the administration, implementation, monitoring, and evaluation of all fundraising efforts, including grants, events, and other campaigns through a variety of channels such as direct mail, social media, internet and live events. The Development Director will work closely with the Executive Director to ensure a consistent, sustainable strategy to support fundraising for all of CFUM's programs.

Essential Responsibilities: Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

- Develop, plan, implement, and manage a strategic fundraising plan that includes:
 - Major donor development: Implement strategies to create, develop and maintain ongoing giving relationships with individuals, corporations and planned estate giving
 - Annual Giving Campaign: Develop and manage an annual giving campaign including direct mailing efforts, online giving, , and social media campaigns
 - Develop relationships and foster donations from various community foundations, groups and churches.
 - Capital Campaigns: Conduct and oversee capital campaigns as needed
- 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, CFUM staff and community volunteers to secure event sponsorships, in-kind donations, and event participation.
- Oversee 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 duties as assigned.

Supervisory Responsibility: This position manages the Volunteer Coordinator and is responsible for the performance management and hiring of the employee(s) within this function.

Position Type and Expected Hours of Work: This is a full-time position, and hours of work and days are Monday through Friday, 8:30am – 5pm. Occasional evening and weekends may be required.

Travel: Local travel will be expected at least 50% of the time. Limited overnight travel from time to time.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position is generally performed in the office environment and typically the employee may sit to perform the work; however, at times can require standing, walking, bending, kneeling, stopping, and crouching. The employee may be required to lift and/or move items up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Education and Experience:

Required:

- High school diploma or equivalent
- A minimum of 3 - 5 years of experience fund raising/development experience
- Excellent written, oral and interpersonal communication skills
- Ability to manage multiple projects simultaneously
- Ability to work with cross-functional teams
- Outstanding organizational skills and the ability to meet deadlines
- Self-motivated and resourceful
- Ability to manage sensitive and confidential information with integrity

Preferred:

- Bachelor's degree
- 4 – 7 years of fundraising/development experience
- CFRE Credential
- Formal leadership experience
- Knowledge of community resources and contacts

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Executive Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____