

DIRECTOR OF DEVELOPMENT

WHO WE ARE:

Sts. Joachim & Ann Care Service was founded in 1981 by five volunteers, with \$500 in hand and a profound spirit of charity. Little did those five founders realize how far their dedication to assisting those in need would go or how many thousands of people would be empowered, encouraged, and uplifted by that spirit. The Care Service is the primary provider of housing programs for low income individuals, families, and children in St. Charles, Lincoln, and Warren Counties. We offer financial housing assistance, comprehensive case management and wrap around services. We are strongly supported by nearly 75,000 volunteer hours of service from members of the community each year in addition to their donations of material, labor, food, and private monetary contributions.

OUR OPPORTUNITY:

We are seeking a dynamic, creative, and passionate leader who will work closely with our Executive Director, Board of Directors, and key constituents to develop and execute a funding development strategy. This leader will be responsible for development, for planned giving, for annual fundraising campaigns, events, data collection, and donor communication strategies. A strong focus will be expected on obtaining new growth in Membership and Major Gifts from private individuals, corporations and other institutions. This leader will report directly to the Executive Director.

This Director of Development will be part of the Executive Management Team which drives overall strategy for the organization, working therefore in collaboration with the Executive Director, the Director of Operations, and the Director of Finance. The Director of Development will have a supervisory role with regard to a Development Associate and a Grant Writer.

QUALIFICATIONS, KNOWLEDGE & SKILLS:

- Five (5) years or more successful performance in development work (i.e., planning, managing, and executing long-term and annual funding efforts) for an organization, ideally within the non-profit sector.
- Successful performance record in a multifaceted approach to large scale development work (i.e., annual campaigns, major gifts, planned giving, grant acquisition, private donations, corporate giving, foundation funding, building and funding endowments, etc.)
- Successful performance record in building individual and community support for the mission and work of an organization, ideally in the non-profit sector.
- Three (3) years' successful experience in a leadership and supervisory role regarding the above.
- Personal affinity for sales, marketing, and soliciting funding.
- Proficient communication skills, including being at ease with public speaking.
- Requisite networking skills for being an effective ambassador for the Care Service throughout the community, reflecting well the Care Service's core values which stem from its faith-based foundation in the Catholic tradition.
- Requisite facility with Microsoft applications and donor management software systems (e.g., Results Plus or something comparable).
- Proficient organizational and analytical skills and attention to detail.
- Capacity for innovative thinking and effective decision-making
- Experiential familiarity with the public and corporate communities of St. Charles, Lincoln and Warren Counties preferred but not required.
- Bachelor's Degree preferred but not required.
- Upstanding personal character and background.

ROLES AND RESPONSIBILITIES:

- Work closely and collaboratively with the Executive Director as a member of the Executive Management Team to formulate the Care Service's strategic plan.
- Design, manage, and implement annual and long-term fundraising strategies, assuring close alignment with the Care Service's strategic plan.
- Actively seek new individual, corporate, and foundation funding sources while maintaining and enhancing relationships with current and past donors.
- Engage the Care Service's Board of Directors in pushing forward a robust annual giving program.
- Establish and implement a planned-giving and major gifts program targeting individuals, corporations, and foundations as benefactors.
- In harmony with the overall vision of the Executive Management Team, develop and implement marketing strategies to support development and fundraising efforts.
- Establish and work with a Recruitment Committee of current members of the Board of Directors to identify potential new candidates for the Board of Directors.
- Oversee special events related to development and fundraising.
- Oversee the Development Department's own planning process, roles, and responsibilities in alignment with the Care Service's needs.
- Be an ambassador for the Care Service at various applicable community events.

COMPENSATION AND BENEFITS:

- Salary to be determined based on experience and education.
- Paid time off including 10 sick days, 10 vacation days, and 10 organizational holidays in the first year of employment.
- Five-percent 5% 403(b) employer contribution after 1 year of employment with employee optional participation after 30 days.
- Health and dental insurance available from the outset which includes a generous employer-paid percentage.
- Life insurance, long-term disability insurance, FSA (medical and child care) account and Employee Assistance Plan provided at no cost.
- Various employee-paid voluntary insurance options including short-term disability, hospitalization, accident, cancer care, and critical care insurance offered through AFLAC as well as additional life insurance offered through Hartford.

NEXT STEPS:

If you are qualified and interested, take the next step and apply by sending your resume to Human Resources Coordinator, Christina Utley, at cutley@jacares.org. **Please title your resume attachment with the identifier 6364411302.** Resume attachments without that identifier will not be received for consideration. Please, do not inquire or apply by telephone call or walk-in.

All resumes will be treated as confidential.

****Sts. Joachim and Ann Care Service is an Equal Opportunity Employer****