



JOB DESCRIPTION

Position Title: Director of Development

Reports to: Executive Director

Prerequisites:

- 3-5 years of experience in fund development or the nonprofit industry (required)
- Bachelor's Degree: Marketing, Nonprofit, Public Relations or equivalent (required)
- Exhibits the Core Values of The Arc Caddo-Bossier: *Mission Driven, Integrity, Compassion, Accountability, Team Player*
- Excellent organizational, interpersonal, written, and verbal communication skills
- Ability to travel (infrequently) and work nights and weekend events as needed.

Position Function:

The Director of Development is the key leadership position responsible for furthering the overall mission of The Arc Caddo-Bossier by assuring community awareness and financial support through fundraising and public relations efforts. The Director builds relationships on behalf of the organization, maintains stewardship with donors, and manages Development Department staff.

Alongside the Executive Director, the Director of Development designs, implements, and manages development programs which include fundraising campaign management, annual giving, grant writing, planned giving and special projects and events. The Director is also responsible for the marketing efforts of the organization including but not limited to advertising/public service campaigns, public relations strategy and tactics, and corporate communications (both internal and external).

Expectations include:

- Coordinate efforts with appropriate committees of The Board of Directors and Foundation Trustees
- Coordinate efforts of The Arc Caddo-Bossier Foundation, which invests funds raised to maximize the mission and ensure the financial stability of The Arc Caddo-Bossier.
- Ensure that the development and marketing expenses and funds raised meet budget objectives.
- Assure all donor acknowledgements and relevant correspondence are completed timely and appropriately.
- Manages accurate donor data using the Bloomerang data management software system that is regularly reconciled with the records of the Finance department.
- Work in partnership with fellow Directors to enhance support for the various projects and programs of The Arc Caddo-Bossier
- Drive business development through creative marketing and advertising solutions.
- Assist with communication support for advocacy initiatives.
- Coordinate production of quality publicity materials and attractive, effective, and informative collateral pieces on behalf of all divisions of The Arc Caddo-Bossier
- Support Department and Program leaders with grant writing and ensure all phases of the grant writing and implementation process are completed satisfactorily.
- Research potential new funding sources.
- Manages required reporting metrics for major supporters.
- Maintains strict compliance with IRS regulations and adhere to AFP's Code of Fundraising Ethics