

The Arc Carroll County, Inc.

POSITION TITLE: Director of Development & Major Gifts

OVERVIEW:

Plan, develop and maintain a comprehensive private and public sector development program to enhance the mission and vision of The Arc Carroll County. This will include major and planned-giving, annual giving, individual and corporate donor programs that will identify, attract and obtain philanthropic support for The Arc Carroll County.

QUALIFICATIONS:

1. Bachelor's Degree in related field
2. A minimum of 5 years professional experience in annual giving and major gifts solicitation in the human services field, as well as some work in the corporate/foundation community.
3. Organizational and planning skills including the ability to work in a team environment.
4. Clean drug screen and criminal record (The Arc provides programs, services, and direct care to vulnerable adults).
5. Full COVID-19 Vaccination required.

ESSENTIAL FUNCTIONS:

1. Develop and implement a strategic Development Plan. Work with the Executive Director, the Board of Directors, and others to establish the plan and set realistic goals.
2. Develop strategies and tactics to meet or exceed annual revenue projections set forth in the strategic development plan.
3. Oversee the development of collateral materials used in support of achieving the financial goals for the sustainability of the organization.
4. Create and maintain high levels of client relationship marketing techniques that will better serve to solidify stronger ties to The Arc.
5. Aggressively seek new corporate/foundation funding sources and maintain relationships with current and past donors. Represent The Arc in meetings with potential funding sources.
6. Identify, research, and pursue grant funders (both public and private), write letters of intent and grant proposals, track renewals of support and applications for new and existing grants.
7. Develop a work plan for annual giving programs and update each year and as needed.
8. Develop and manage a portfolio of major and planned giving prospects; involving the Executive Director and Board of Directors when appropriate.
9. Develop and manage programs to acquire, renew and upgrade donors to annual campaign including overseeing the direct mail program.
10. Develop and implement strategies and tactics to significantly increase giving by individuals and families.
11. Assist in the preparation of appropriate budgets for annual fund expenditures.
12. Support and oversee current event planning and implementation.
13. Engage Board Members in fundraising. Involve them in development committees through the building of major gifts strategies and tactics, and by encouraging them to contact their friends and colleagues. Obtain qualified referrals from Board Members to improve individual and corporate giving and to obtain board candidates.
14. Complete 10-15 face-to-face contacts per quarter; to include potential donors as well as civic groups and networking.
15. Other duties as assigned.

ESSENTIAL SKILLS:

1. Speaking – Conveying information effectively.
2. Time Management – Managing one’s own time and that of others
3. Writing – Communication effectively in writing as appropriate for the needs of the audience.
4. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
5. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
6. Coordination – Adjusting actions in relation to others’ actions.
7. Persuasion - Ability to motivate and interact effectively with Board, volunteers, potential and existing donors and staff.

PHYSICAL REQUIREMENTS:

1. Requires sitting for periods of time working with computer, standing and walking periodically.
2. Employee may need to lift or move up to 25 pounds during a workday.

WORK ENVIRONMENT:

Normal well-lit office environment where there is no physical discomfort due to extreme temperature, dust, noise, and the like.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all requirements. Clean drug screen and criminal record (The Arc provides programs, services, and direct care to vulnerable adults).

The Arc Carroll County strives to be a model of inclusion. We engage all people with dignity and respect. We believe that bringing diverse individuals together is essential to effectively address the issues that face current and prospective partners. We are an EEO employer.