



Position: Director of Development and Community Engagement

Company: Community Emergency Assistance Programs (CEAP)

Status: Full Time

Salary: Commensurate with Experience

Summary: This position requires an innovative, strategic-thinking leader with solid resource development experience. The Director of Development and Community Engagement provides the leadership needed to develop and successfully implement a comprehensive fund development program to assure ongoing private and public funding for the organization.

The goal of CEAP's fundraising program is to raise adequate private support from individuals, corporations, foundations, and faith communities to support CEAP Programs and carry out CEAP's mission. CEAP mobilizes resources, shares abundance, and nourishes neighbors to create and celebrate a healthier, stronger, and more connected community.

The Director of Development and Community Engagement will collaborate to prepare an annual work plan, including budget and income projections. Success in this position includes achieving fundraising goals; increasing the number of donor contributions and retained donors; measuring performance to determine which fundraising activities are most effective; using new and emerging fundraising tools; and working closely with board members and other ambassadors to leverage their relationships.

The Director of Development and Community Engagement is responsible for developing and maintaining close relationships with current and prospective donors. In addition, this position is responsible for attaining specified annual fundraising goals. The Director of Development and Community Engagement also directs the efforts of staff and volunteers in improving CEAP's exposure in the community.

This position reports directly to the President, is part of the senior management team, and works collaboratively with other team members.

Major Responsibilities & Activities:

1. Create, and achieve objectives of a comprehensive development plan for CEAP.
2. Prospective donor identification, cultivation, solicitation and stewardship.
3. Develop and implement comprehensive strategy for increasing annual support, primarily of support from civic, faith, and corporate partners.
4. Conduct ongoing visits with donors and prospective donors.
5. Focus on developing corporate, foundation, and faith partnerships.
6. Produce status reports on activity and fundraising results.
7. Raise and amplify awareness of the impact CEAP's programs have in our community.
8. Work collaboratively with CEAP program staff, executive team members, and board members to ensure the successful attainment of annual goals.
9. Serve as a professional representative and a diplomatic spokesperson for CEAP.
10. Conduct business ethically and with integrity, and demonstrate respect for fellow colleagues.

Essential Knowledge, Abilities & Skills:

- Ability to develop lasting productive relationships with diverse groups of people.
- Experience setting appointments, visiting with prospective and current donors, and asking for money.
- Experience with annual giving programs and achieving annual fundraising goals.
- Proficient verbal and written communications skills.
- Excellent organizational and time management skills.
- Self-motivated, result-oriented, and goal-focused. Demonstrated success in working independently and as part of a team and in managing multiple tasks simultaneously.
- Strong belief in the mission and goals of CEAP.
- Ability to communicate effectively, positively and professionally with supervisor, participants, staff, volunteers and others.
- Ability to promote a professional work environment that is affirming, respectful and understanding of diverse people

Position Requirements:

- The Director of Development and Community Engagement can determine the needs of donors and how best to meet these needs.
- Has excellent interpersonal skills and maintains professional boundaries
- Understands basic budgeting and fiscal management within the nonprofit sector
- Maintains a positive working relationship with the President and other Directors as well as the Board of Directors

To apply for this position, forward your resume and cover letter to:

Holli Rolfe, CEAP
holli.rolfe@ceap.com
No phone calls please.