



Development Director

Location: Albany, Oregon
Reports To: Executive Director
Status: Full-Time (Exempt)

At ABC House, our people are passionate about breaking the cycle of child abuse and neglect by supporting children as they find their voice. We help create an environment to help children and families heal and thrive and envision a world in which every child has the opportunity to be happy, healthy and safe; parents and caregivers understand the impact of their actions on children; and our community actively and vocally stands up to child abuse and neglect. Join our team to help make a positive impact in a child's life today!

ABC House offers a culture of respect, teamwork, integrity and pride as well as competitive wages based on experience and a generous benefits package including 100% employer paid health insurance for the employee, including vision and dental.

Primary Responsibilities

The Development Director is responsible for long-term planning and daily management and implementation of successful fundraising campaigns. Primary emphasis of the position is to identify prospective individual, foundation and corporate donors, and to work in partnership with ABC House volunteer leaders and other senior staff to cultivate and solicit donations.

Fundraising:

- Oversees ongoing development of a long-term fundraising plan aligned with ABC House's mission and strategic plan.
- Ensures execution of work plans and budgets for all development activity, including the annual campaign, grants program, major gifts, corporate giving, and special events, and outreach programs, including communications, PR and marketing.
- Ensures that systems are in place for effective donor research, profiling, and lead generation processes.
- Works with the development staff to plan and oversee the implementation of fundraising events, including the annual Celebrate Hope dinner and Runaway Pumpkin Half Marathon & 8K.

Leadership:

- Directly supervises the Development Coordinator and Development Assistant.
- Recruits, trains, and motivates board members and community volunteers in the fundraising process.
- Provides staff support and direction to the Board of Directors regarding fundraising and community outreach.
- Participates in developing the strategic direction of the organization and revenue plans needed to achieve goals.
- Oversees a program of grant prospecting, applying, and reporting, and delegates to contract grant writer as appropriate.
- Supervises agency social media content and web activity, including the ABC House and Runaway Pumpkin websites and Facebook pages.
- Works with the development staff to plan content for and execute a quarterly newsletter.

Capital Campaign:

In conjunction with the Executive Director and Capital Campaign Consultants:

- Participates in regular campaign strategy and planning.
- Prepares and participates in campaign asks, including lead gifts of over \$50,000.
- Maintains constant contact with key volunteer leaders, board members, and other senior staff members to maintain awareness of campaign activities.
- Works with the Campaign Co-Chairs to set the Campaign Steering Committee schedule of activities and meetings.
- Ensures the documentation of all campaign prospect research and strategy activity.
- Manages general preparation of all internal and external campaign reporting activity, including campaign correspondence, naming opportunities, proposals, and gift agreements.

Qualifications and Skills

- Bachelor's degree and a minimum of five years' experience in fundraising, especially with donor development and major gift solicitation.
- Capital campaign experience is highly desirable.
- Experience with prospect research activities and moves management tracking and reporting.
- Ability to organize, monitor, and track numerous ongoing and one-time activities, events, and projects independently and as a member of a team.
- Grant writing and monitoring experience preferred
- Proficient in the use of Microsoft Office products and GiftWorks (or a similar donor software).
- Strong interpersonal skills including the ability to meet, greet, and educate people with confidence and poise, as well as communicate on the phone and in writing.
- Ability to communicate the mission of ABC House effectively to Linn and Benton county community groups and organizations.
- Demonstrated ability to take initiative, be detail-oriented, and produce clear reports and plans.
- Ability to maintain a high degree of confidentiality.
- Strong verbal and written communication skills.
- Oregon driver's license and access to a car with adequate liability insurance

Candidates for this position should have a strong appreciation for the ABC House mission. Successful completion of an employment and criminal history background check is required.

To apply: All qualified applicants interested in this position are encouraged to apply by emailing a resume, cover letter and list of three references to hr@abchouse.org. Please include "Development Director" in the subject line. Position will remain open until filled; first review of candidates will begin on Wednesday, June 7. **Please submit all materials by July 15, 2017. No calls please.**

ABC House is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and nontraditional family forms. ABC House is a drug-free work place. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.