



Position title: Fund Development/Public Relations Director

Grade: E12

Reports to: President/CEO

AGENCY MISSION: To empower children and families in Madison County, Illinois to develop positive skills to meet life's challenges.

This position is responsible for leading all agency fund development efforts with a special focus on individual donors. Work is performed under the direct supervision of the President/CEO. Responsibilities include implementing the agency's fund development plan, developing relationships with existing individual donors, limited grant writing and compliance reporting and creating and cultivating new friends and donors. This position is the primary interface with the Board of Directors C & D Committee, agency friends, donors and an ambassador to the community at large.

SKILL BASED COMPETENCIES AND PERFORMANCE OUTCOMES:

Develop and manage effective relationships with community partners and mission supporters,

Implement the fund development plan, analyze outcomes and make strategic shifts as needed,

Must be a self-starter/self-motivated and goal oriented person who takes the initiative to prioritize and complete work in a timely, competent manner,

Serves as the communications lead for the agency both externally and internally.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in communications, marketing or public relations and strong skills in desktop publishing, Microsoft office and photography required. Experience in fund development required. Must be able to effectively manage Agency fund development communications while strengthening community relations. Must be able to provide their own transportation to and from work and throughout the work day.

WORKING CONDITIONS:

Work is performed in an office setting with minimal safety issues. Some travel to outside meetings, trainings, conferences, Agency sites, etc. This position requires sitting, standing, bending and minimal lifting.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.