

**POSITION SUMMARY:**

**Position Description:** Development Director is a dynamic and creative professional fundraiser responsible for securing new donors and cultivating existing donors, executing fundraising programs and events, developing relationships; and rapidly growing Child Care Partners support within the community. You will report to the Executive Director and work closely with the Board of Directors.

**QUALIFICATIONS:**

- Must embrace the mission of Child Care Partners
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor’s degree.
- 5 years minimum experience in professional fundraising.

**ACTUAL JOB RESPONSIBILITIES:**

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Oversee grant seeking including research, proposal writing, and reporting requirements.
3. Direct the annual fund program, including mailings and annual fundraising drives.
4. Direct capital campaigns and other major fundraising drives.
5. Coordinate fund raising special events.
6. Prospect research.
7. Work closely with the Executive Director
8. Make public appearances/accept speaking engagements to share information about Child Care Partners with the community.
9. Oversee fundraising database and tracking systems.
10. Collaborate with other staff.
11. Oversee creation of publications to support fund raising activities.
12. Maintain gift recognition programs.
13. Demonstrate professional conduct at all times.
14. Perform other related duties as requested.

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications.

**APPLICATION:**

Email resume and cover letter to [keri.goins@childcaref.org](mailto:keri.goins@childcaref.org)

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