



JOB ANNOUNCEMENT

February 2018

Position Title: Director of Development & Communications
Reports To: Chief Executive Officer
Starting Range: \$6,250.00—\$7,917.00 monthly with excellent benefit package

Primary Purpose of the Job

The Director of Development and Communications is responsible for designing, implementing and integrating an overall development and marketing plan which incorporates fund development, communications and overall community engagement.

Essential Duties:

- Build and maintain the individual donor base by planning and coordinating all solicitations, special events and activities to attract individual donors.
- Build and maintain a Corporate Donor Base by participating in local business groups; planning and coordinating solicitations; and managing all the research, writing, preparation and submission of all corporate requests.
- Build and maintain a Foundation Donor Base by managing the research, writing, preparation and submission of all Foundation requests.
- Develop support from local/state government by participating in relevant public meetings and associations to promote and find new opportunities for the agency to further its mission.
- Manage the research, writing, preparation and submission of new government grants and prepare and submit all contract renewals.
- Develop and implement strategies to increase the agency's positive visibility by designing and implementing a media relations campaign; maintain positive relations with donors, corporations and government entities.
- Develop agency publications and materials to ensure consistency with the branding standards of the agency.
- Manage and develop all agency communications such as electronic newsletters, the Annual Report, the agency website and social media updates and campaigns.
- Design and implement campaign strategies to engage the business community in developing and supporting Child Care Links initiatives.
- Acknowledge all donations in a timely manner.

Skills/Knowledge/Abilities Required:

- BA degree, Master's degree desirable
- Three years' experience in development or related field, preferable in the non-profit field
- Experience in independently developing, maintaining, coordinating and carrying on promotional events and dissemination of information to the public through such media as publications, broadcasting or public speaking
- Demonstrated track record in implementation of strategies in broad range of fundraising programs and successfully cultivating, soliciting and securing major gifts
- Excellent communication and presentation skills, with persuasive writing and strong computer skills
- Ability to work flexible hours including occasional evening and weekend events
- Experience with grant writing
- Highly proficient skills in MS Office (Word, Excel, Outlook, Powerpoint)
- Ability to develop and maintain good working relationships with diverse groups of people
- Demonstrates initiative, creativity and resourcefulness
- Budgeting and analytical skills necessary

Closing Date: Open until filled

How to Apply: Please send, or email a resume with cover letter which describes how you feel you are qualified for this position to Child Care Links, Attention: HR 6601 Owens Drive, Suite 100, Pleasanton, CA 94588 or submit online to jobbank@childcarelinks.org.

Child Care Links is an Equal Opportunity Employer