



DIRECTOR OF DEVELOPMENT SEARCH

Since 1958, Kids Center for Pediatric Therapies (Kids Center) has been serving children with special needs. Each week, more than 600 children with developmental disabilities and delays visit Kids Center for life-changing physical, occupational and/or speech therapies. At Kids Center, we see the ABILITY in EVERY child!

Kids Center is seeking a proven development/sales professional to serve as its Director of Development.

Reporting to the Assistant Executive Director for Advancement, the Director of Development is responsible for the day-to-day management of all fundraising initiatives and activities of the organization, including annual giving, major gifts, corporate and foundation support, planned giving, capital campaigns, and special events. S/he will serve Kids Center in the full range of development functions including prospect research, solicitation and donor stewardship.

The successful candidate will be a proven development/sales professional who believes in the mission of Kids Center, is results- and people-oriented, and possesses a strong work ethic and superb attention to detail. The candidate also will have proven communication skills with an ability to write and speak persuasively about the role of health care philanthropy. Some night and weekend work and travel are required.

Please see the attached job description for more information about the accountabilities of this position and the required qualifications.

Kids Center for Pediatric Therapies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or other protected class. This policy applies to all terms and conditions of employment, including recruitment, hiring, job assignment, training, reclassification, transfer, discipline, compensation, benefits, professional opportunities, recreational activities and the use of facilities. All applicants are considered for employment and/or promotion based on their education, training, experience, skill, attitude, and any other pertinent job requirement. The Kids Center makes reasonable accommodations for qualified individuals with disabilities as required by law.

TO RESPOND TO THIS OPPORTUNITY: please submit resume and a cover letter addressing how your skills match the job qualifications to development@kidscenterky.org, subject line: Director of Development Search. Review of applicants will begin immediately and will continue until the position is filled.

MAILING ADDRESS

P. O. Box 17630
Louisville, KY 40217

CENTRAL CAMPUS

982 Eastern Parkway
Louisville, KY 40217
(502) 635-6397

EAST CAMPUS

9810 Bluegrass Parkway
Louisville, KY 40299
(502) 584-9781

www.kidscenterky.org

Proud partner of



Kids Center for Pediatric Therapies is a 501c3 nonprofit corporation.

Your gifts are tax-deductible to the extent allowed by law.

Job Description

DIRECTOR OF DEVELOPMENT

Department: Marketing and Development (M&D)

Reports to: Assistant Executive Director for Advancement (AEDA)



POSITION SUMMARY

The Director of Development is responsible for the day-to-day management of all fundraising initiatives and activities of the organization, including annual giving, major gifts, corporate and foundation support, planned giving, capital campaigns, and special events. S/he will serve Kids Center in the full range of development functions including prospect research, solicitation and donor stewardship. The Director works closely with the AEDA, Executive Director and the Board of Directors in all development and fund raising endeavors.

PRINCIPAL ACCOUNTABILITIES

- In collaboration with the AEDA, develop and implement a comprehensive annual resource development plan with strategies for donors and prospects in each constituent group, including individuals, businesses, foundations, faith groups, community organizations, etc., that will provide a diverse and sustainable funding base for Kids Center
- Develop compelling messaging and effective strategies for donor cultivation, solicitation, and stewardship, using a variety of methods and media
- Ensure effective execution of all aspects of Kids Center fundraising events and work closely with external groups that execute fundraising events to benefit Kids Center
- Work with colleagues and external consultants/vendors to develop fundraising materials and marketing collateral
- Maintain a thorough donor acknowledgement and recognition system
- Conduct research to identify new prospects in all donor categories
- Attend community events and outreach activities related to donor cultivation
- Regularly prepare development and fundraising reports
- In conjunction with the AEDA, act as staff liaison to the Marketing and Development Committee and any ad hoc fundraising committees
- Contribute to the ongoing refinement of office policies and procedures to support all development projects and operations
- Work closely with AEDA and program staff to establish a robust volunteer program
- Provide performance evaluations for individuals under supervision and/or performance feedback for colleagues
- Keep up-to-date on new and evolving development programs, practices and procedures used in the nonprofit sector
- Consistently articulate and demonstrate the vision, mission, goals and core values of Kids Center
- All other duties as assigned

QUALIFICATIONS

The successful candidate will be a proven development/sales professional who believes in the mission of Kids Center, is results- and people-oriented, and possesses a strong work ethic and superb attention to detail. The candidate also will have proven communication skills with an ability to write and speak persuasively about the role of health care philanthropy. Some night and weekend work and travel are required.

Required

- Bachelor's Degree and 4-6 years in nonprofit development and/or sales or an equivalent combination of related experience.
- Demonstrated proficiency in Microsoft Office Suite and commonly-used donor relationship management software
- Demonstrated experience in a position that requires leadership skills.
- Demonstrated experience in a position that requires exceptional writing, speaking and listening skills.

Preferred

- Experience in major donor solicitation, a comprehensive campaign and/or sales
- Advanced degree.
- Proven and demonstrated ability to cultivate, solicit, and steward major gifts of \$10,000 and above.
- Knowledge of planned giving and blended gift techniques and vehicles.
- Experience with Raiser's Edge fundraising software.

Personal Characteristics

- Team-player with strong dedication to the purpose and mission of the Kids Center, combined with the confidence that comes from experience and achievement.
- Results-oriented with a strong customer service focus.
- Finely-honed attention to detail.
- Personal value system that encompasses a solid work ethic, personal integrity, conscientiousness and strong moral character.
- Quick-learner, self-starter, and self-motivated.
- Political astuteness and emotional strength.
- Positive, enthusiastic, professional image in representing the Kids Center, both internally and externally.
- Ability to work under time pressures with multiple priorities and deadlines with accuracy.
- Ability to think clearly and reason well, and willingness to ask questions, solve problems and figure things out.
- Discretion with confidential information.

POSSIBLE PERFORMANCE MEASURES

- Number of major gift solicitations per year
- Number of donor meetings per week
- Donor retention
- Donation growth
- Revenue growth
- Pledge fulfillment
- Recurring gift percentage

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to do the following:

- Coordinate multiple tasks simultaneously
- Work occasionally at night or on weekends
- Interact with colleagues and members of the public on the phone and in person