

JOB DESCRIPTION

Job Title: Development Director

Reports To: Chief Finance & Administration Officer

Responsibilities: The Development Director is a part-time (2 day/week position) that provides strategic oversight for all fund raising at CASES and works as a team member with Strategic Planning and Analysis department staff to produce grant proposals, reports, and other development materials. Specific responsibilities include:

- Coordinate with the CEO, CFO and the Director of Strategic Planning and Analysis to ensure the on-going fiscal stability of all of CASES' programs;
- Establish short and long-term fund raising goals and strategies for CASES;
- Conduct prospect research on public and private funding opportunities including government, foundation and/or corporation grants, contracts or other private donations;
- Cultivate relationships with foundation program officers, corporate giving officers and individual donors;
- Coordinate with strategic planning and analysis staff to ensure timely submission of reports and proposals;
- Coordinate and oversee annual individual giving campaign;
- In coordination with the CEO, oversees all activities related to Board of Trustees giving;
- Work with the Director of Strategic Planning and Analysis to maintain the fundraising and grant tracking software;
- Track proposal status and funds received;
- Prepare reports documenting CASES' fundraising efforts for Trustee meetings and other communication materials; and
- Other projects as assigned by the CFO.

Qualifications:

- BA/BS Required; MA/MS in relevant field preferred
- 5+ years proven development experience, in an organization heavily dependent on government grants (federal, state and local)
- Exceptional oral and written communication skills, and ability to manage relationships with donors, board members, and CASES' executive team
- Familiarity with DonorPerfect (or similar donor database) preferred

CASES

- Priority shall be given to candidates with an established portfolio of contacts and resources

How to Apply:

- Send cover letter and resume, including annualized salary requirement, by e-mail to Shana McMahan at smcmahan@cases.org with “Development Director” in the subject line

CASES' is an equal opportunity employer. Minorities and women are encouraged to apply. Only applicants selected for interviews will be contacted. Please visit our website at: www.cases.org, for job description.