

#308 DIRECTOR OF DEVELOPMENT

Classification Level 12

Kenosha Achievement Center, Inc.

1218 – 79th Street, Kenosha, WI 53143

Internal: 2/10/2021 External: 2/12/2021

Hours: Up to 40/week

Apply To: Chris Weyker

REPORTS TO: Chief Executive Officer

HAS DIRECT REPORTS? Yes

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Director of Development is responsible for developing and implementing strategies for fundraising and marketing. This position is responsible for all aspects of KAC's development activities including donor development, planned giving, fund raising campaigns and events, volunteer management, and preparation of media materials and marketing. The Development Director works alongside the team to accomplish goals.

TYPICAL RESPONSIBILITIES:

1. Work with donors, board members, and staff to identify, cultivate and solicit new donors in a manner that builds long-term relationships.
2. Develop annual strategic action plan for the department and achieve goals set forth.
3. Update and manage Planned Giving program.
4. Manage an automated database of donors and prospects.
5. Ensure donors receive timely acknowledgment of gifts.
6. Supervise direct reports.
7. Lead the Board of Directors Development Committee.
8. Manage and accurately report department information.
9. Develop systems to recruit, train and manage volunteers.
10. Oversee communication activities including social media.
11. Understand, follow and enforce all KAC safety policies.
12. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
13. Other duties as assigned by senior management.

OCCASIONAL RESPONSIBILITIES:

1. Participate in community-based organizations.
2. Supervise volunteers who are assisting with fundraising.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in Business with a focus on development, marketing or a related field.
- At least five years of proven experience in the field.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 1/25/2021

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- Three years of supervisory experience.
- Flexible and adaptable leadership style, positively impact initiatives and support existing strategies.
- Must have a vehicle that the KAC determines to be in good working order
- Must have a valid driver's license and a clean driving record

PREFERRED QUALIFICATIONS:

- Computer skills including but not limited to specialized development software and the use of social media.
- Ability to research, prepare and write grant proposals for corporate and foundation fundraising
- Experience running capital campaigns

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 30% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful. The employee must occasionally lift and/or move up to 50 pounds.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is generally level (exception is off site locations).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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