

JOB DESCRIPTION

JOB TITLE: Development Director		FLSA STATUS: Exempt
SUPERVISOR: As Directed	PAY GRADE: 10	SUPERVISOR RESPONSIBILITIES: Yes

ESSENTIAL DUTIES:

1. Researches and secures resources to achieve Mission, Strategic Goals, and Organizational Standards.
2. Manages and conducts public relations (public speaking, content creation, community relations, brand management, social media management, event planning, press releases, media relations, crisis management, etc.)
3. Prepares and manages grants and grant renewals.
4. Plans and manages fundraising (grant writing, donor outreach, online campaigns, planned giving, events, etc.).
5. Performs activities to support and document partnerships, collaborations, and engagement.
6. Develops and maintains the strategic plan containing family, agency, and community quantifiable goals and outcomes addressing the reduction of poverty and improving family economic status, the revitalization of low-income communities, and the empowerment of people with low-income, tracks and reports progress quarterly.
7. Responsible for continuously assessing service area needs, including but not limited to obtaining stakeholder's feedback, mission related service area data, and proposing and securing resources for mission related work.
8. Develops an outcome-based, anti-poverty focused community action plan directly related to the organization's mission and area needs.
9. Manages properties including maintenance oversight, preparation of technical specifications and instructions, coordinates related work.
10. Assists with developing and implementing a continuous improvement plan that builds organizational capacity and meets grantor requirements.
11. Responsible for compliance and risk assessment management.
12. Assists with maintaining the Business Continuity Plan.
13. Manages and refines systems to track organizational, family, and community outcomes.
14. Assists with developing and reviewing agreements and contracts.
15. Recommends systems, processes, and controls for accountability, transparency, efficiencies, and cost savings.
16. Completes reports, surveys, and other requests for data and information.
17. Manages staff; makes hire and fire recommendations.
18. Member of Executive Management Team; responsible for providing leadership and managing resources.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications: Enthusiastic, visionary, proactive, self-starter, quick learner; analytical thinker; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense and demonstrate excellent listening, communication, and interpersonal skills. Must be capable of synthesizing information and preparing proposals, reports, and presentations.

Education and/or Experience: A bachelor's degree and four years related experience; or an equivalent combination of education and experience.

Computer Skills: To perform this job successfully the following computer skills and knowledge are required: Computer Literate, including the Windows Operating System and Microsoft Word, Outlook, Excel, PowerPoint, Publisher, Internet Explorer; and content management systems.

PHYSICAL DEMANDS: The physical demands described are required to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to smell, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those encountered while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outdoor weather conditions, and risk of electrical shock.
- The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
- Maintains an acceptable criminal record report, any other acceptable clearance required, and negative drug and alcohol screenings.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

The statements contained herein describe the scope of the responsibility and essential duties of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME AS AN EMPLOYEE.

Employee Signature

Date

Immediate Supervisor Signature

Date