



## **Development Specialist JOB DESCRIPTION**

**POSITION:** Development Specialist

**REPORTS TO:** Vice President of Development and Communications

### **SUMMARY OF POSITION**

The Development Specialist is responsible for assisting with the coordination of CAPA's fundraising and community relations activities to promote CAPA and its programs and build opportunities to raise unrestricted revenue to support CAPA's mission and services.

### **ESSENTIAL JOB RESULTS**

Work with Vice President of Development and Communications and event volunteers to plan and implement Play Like a Kid! annual signature fundraising event for CAPA.

Plan and implement Child Abuse Awareness Month activities in April and other initiatives throughout the year to raise support for CAPA programs and targeted funding needs.

Identify and manage online fundraising and/or event platforms to support activities and events.

Manage event logistics including venue and vendors as needed.

Recruit and train corporate and community volunteers for event support or group projects as needed.

Manage in-kind donation solicitation and procurement for events and programs, including but not limited to program needs, Mother's Day Kiwanis activities, holiday basket program, event raffle and/or auction items.

Monitor and report in-kind donor and gift information to Vice President of Development and Communications regularly.

Contribute to social media creation and development as needed.

Contribute to agency newsletter and other collateral development as needed.

Support CAPA's community presence by assisting as needed with activities including but not limited to community presentations, United Way campaign activities, social media stories.

Adhere to fundraising and marketing best practices.

### **ADDITIONAL JOB RESULTS**

Carry out CAPA's mission: To prevent and treat all forms of child abuse by creating changes in individuals, families and society that strengthen relationships and promote healing.

Support CAPA's strategic plan and ensure accountability through successful implementation of assigned objectives where applicable.

Maintain confidentiality of all agency information, including donor records, consumer nonpublic personal information (NPI) and personal health information (PHI), as well as records directly or indirectly identifying any person currently or formerly receiving services from CAPA.

Maintain professional standards and technical knowledge through attendance at educational workshops/seminars and review of professional publications. Inform staff and colleagues of the results of these activities.

Accept and use supervision to maximize available resources in the completion of work duties.

Additional responsibilities will be assigned as needed to maintain and improve effective functioning of the department and to advance the mission of the organization.

All job responsibilities will be carried out under the direction of agency policies and procedures.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Minimum two years of experience developing and implementing events or other fundraising strategies with documented results.
- Experience with online fundraising and virtual event platforms.
- History of managing a variety of key initiatives concurrently.
- Strong written communication skills.
- Strong verbal communication skills, including the ability to work successfully within team environment and collaborate with other professional staff.
- Proficiency in Microsoft Office products as well as proficiency in the use of email and professional office equipment such as printers, copiers, and scanners.
- Familiar with and willingness to adhere to the fundraising code of ethics.
- Speak, read, write and hear effectively to communicate with consumers, agency personnel, and community contacts.
- Ability to collaborate with a diverse group of individuals.

- Reliable transportation, auto insurance and ability to travel to all parts of the community.

**PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

Bachelor's degree and/or two years professional development or experience with a nonprofit organization and ability to illustrate proven success.

**REPORTING RELATIONSHIPS AND PRINCIPAL CONTACTS**

Reports to the Vice President of Development and Communications. Principal contacts include donors, corporate supporters, and agency vendors.

**SUPERVISORY RESPONSIBILITY**

None.

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