



Community Support Services (CSS), a leader in behavioral healthcare for adults living with severe and persistent mental illnesses is in search of a **Fund Development Director** to create and oversee the implementation of a strategic approach to fundraising. Initially this will include building a strong and robust annual fund for Community Support Services.

Essential Functions:

Plan fund development activities

- Collaborate with the Board of Directors and Chief Executive Officer to create a fund development business plan which increases revenues to support the strategic direction of the organization.
- Implement the fund development business plan in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Research and identify prospects for solicitation of Community Support Services identified priorities.

Organize fund development activities

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner.
- Develop policies and procedures for the development department which reflect ethical fundraising practices.
- Prepare and submit grant applications, in collaboration with other Directors when applicable, as outlined in the fund development business plan to generate funds for the organization.
- Oversee the planning and execution of special fundraising events as specified in the fund development business plan to generate funds for the organization.
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information.
- Coordinate in-kind donations and make decisions regarding the issuing of receipts.

Manage fund development budget

- Develop and gain approval for an annual income and expenditure budget for the fund development program.
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

Promote the organization

- Foster an understanding of philanthropy within the organization.
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts with the Director of Quality, Education and Marketing.
- Assist with the planning, coordination, and implementation of events designed to promote community awareness of CSS.
- Facilitate and participate in various meetings to discuss development activities as it relates to client services and other work matters.
- Participate in agency sub-committees as needed or assigned.
- Maintain confidentiality of clinical and sensitive administrative information.
- Exhibit regular and predictable attendance. Regular business hours are 8:30am to 5:00pm, Monday through Friday. Must be able to work a flexible schedule as assigned and must be available evenings, weekends and holidays as necessary. This is an exempt position.

Employment Qualifications

Education

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is:

- A Bachelor's degree
- Five or more years of experience in the field of fund raising/development

Knowledge, skills and abilities

Applicant must successfully pass required criminal background check and drug test.

Insurability through the Agency's vehicle insurance carrier.

Regular business hours are 8:30am to 5:00pm, Monday through Friday. Must be able to work a flexible schedule as assigned and must be available evenings, weekends and holidays as necessary. This is an exempt position.

Licensure or Certification Requirements

Certificate in Fundraising Management (Preferred)

Certified Fund Raising Executive (CFRE) designation (Preferred)

Current State motor vehicle operator's license.

EOE/M/F/Vet/Disability