

Development Director

Downtown Hampton Child Development Center

Working directly with and reporting to the Executive Director, the Development Director will be largely responsible for achieving the Center's fundraising goals.

- Support Executive Director in leading and managing the Center's overall development efforts to raise our annual fundraising budget.
- In conjunction with the Executive Director, train and lead others to support fundraising and marketing efforts.
- Develop and grow our individual donor base, manage annual giving campaign, cultivate major gifts.
- Develop and implement comprehensive marketing and public relations strategy.
- Work with Executive Director to develop and manage Board fundraising capacity.
- Organize solicitation drives for pledges of ongoing support from individuals, corporations and foundations.
- Produce major donor, board and special category solicitations and support materials. Cultivates donors by producing specialized correspondence, preparing letters of acknowledgements, scheduling and attending in-person visits.
- Create various communications such as the annual report, general PowerPoint presentations, scripts for events, and produce content for website.

Education: Bachelor's degree and/or equivalent prior experience involving an understanding of community resources and fundraising principles.

Qualifications:

- Proven track record of achieving revenue targets.
- Proven management and leadership capabilities.
- Direct sales or business development experience, emphasis on corporate sponsorships or corporate sales a plus.
- Positive, "can-do" attitude, flexibility, teamwork, attention to detail necessary.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
- Demonstrated ability to prospect, cultivate and manage new accounts.
- Strong partnership-building and event planning skills.
- Thorough understanding of components of a diversified funding base.
- Good computer skills and a willingness to develop them further.
- Demonstrated ability to think strategically and thorough understanding of strategic development.