



Position Title: Associate Director of Development
Reports To: Executive Director
Supervises: No Direct Reports
Classification: Currently Non-Exempt
Hours: 20 hours per week

SUMMARY: SCAN of Iredell is seeking an energetic individual with demonstrated successful fundraising experience to work in a development position. SCAN of Iredell is a non-profit dedicated to helping children and healing families.

DESCRIPTION: Applicant would work in development and fundraising capacity and report directly to the Executive Director. This position will establish and implement a cost-effective and comprehensive fundraising plan to build relationships and raise resources to support SCAN of Iredell's mission. Position will be part-time (approx. 20 hours per week) and require travel within the service area of Iredell County. Additional requirements and qualifications are set forth below. The position has the possibility of becoming a full-time position depending upon employee performance and future funding availability / board approval.

QUALIFICATIONS: Applicant must be a self-starter with excellent interpersonal skills networking skills, writing skills, and the ability to work independently in an environment that addresses child abuse cases and issues. Ideal applicants shall have a record of meeting fundraising goals and at least two (2) years' experience in directly soliciting funds, establishing an organizational fundraising plan, and coordinating donor services and annual campaigns. Applicants shall be expected to "hit the ground running" and should have good community contacts and knowledge of Iredell County, or the ability to rapidly develop such contacts. Applicants will be required to use Sales Force and/or other fundraising software options, so computer literacy is required and prior experience with such software is preferred. Applicant's development responsibilities will include travel; therefore, Applicant shall be required to have access to transportation, and will be provided approved mileage reimbursement.

RESPONSIBILITIES: Applicant shall collaborate with the Executive Director, Office Administrator, and Board of Directors to establish an annual and long-range fundraising plan and budget of fund development activities for the organization. As a 20-hour per week role, the position will prioritize 60-70% of that time around creating and implementing a donor cultivation plan. During the remaining 30-40% of that time, Applicant shall be asked to support and assist the Executive Director and other SCAN team members with grant funding, including the research, cultivation, writing, and/or review of grants. More specifically, Applicant should be prepared to do all of the following:

- **Annual Funding Plan Development.** Work closely with the Executive Director, Board and other community contacts to identify potential donors (including all sectors, namely Individuals, Faith organizations, Businesses, Foundations and Grants, Civic, and Government). Create and work a calendar to cultivate, nurture, and steward all donor sectors with personal visits, determining their philanthropic desires and priorities, and disseminating SCAN of Iredell achievements. Research, maintain records, and thank current/potential donors utilizing Sales Force.
- **Grant Development.** Along with Executive Director, Board of Directors and other staff, regularly research grant opportunities, and in conjunction with appropriate SCAN of Iredell staff, apply for grants that meet organizational fit, direction, and strategic plan. Be available to review grants written by others before submission.

- Annual Campaign Review / Coordination. Manage annual giving appeals, such as the general fall appeal, and/or add appeals to specific demographics.
- Donor Development. Generate a compelling case for SCAN of Iredell support, gathering client stories and program outcomes to craft the case.
- Forecasting. Along with the Office Administrator, create and utilize a process of forecasting the timing, amounts, and probability of future donations. Report any barriers or setbacks surrounding fund development goals in a timely fashion to the Executive Director and Board Finance Committee.
- Volunteer Cultivation for Development Goals. Recruit and develop volunteers as needed to assist with current priorities of the Development Director.
- Review / Analysis of New and Existing Programs. On a minimal basis, assist SCAN of Iredell team with community awareness activities, including determining the Return on Investment of participating in each activity.
- Reporting to the Board. Report fund development successes to the Board of Directors and other stakeholders on a quarterly basis.

This list is non-exhaustive and for illustration only. As with any small organization, SCAN of Iredell works diligently to achieve its mission with limited resources and employees must occasionally assist with duties outside their strict job description.

- SCAN OF IREDELL IS AN EQUAL OPPORTUNITY EMPLOYER -

Interested applicants should send their cover letter, resume, two professional work references, and two writing samples to Careers@IredellScan.org no later than 5 pm September 18, 2019. Pdf files are preferred. Phone calls will not be accepted.

Writing Samples: All applicants must provide two (2) writing samples. The first writing sample should be a letter to a lapsed donor. The second writing sample can be a sample of your choosing that demonstrates your writing ability and communication style. All submissions must be **two pages or less**. Submissions exceeding two pages shall be rejected.