



Job Description

Job Title: <i>Director of Development</i>	FLSA Status: Non-Exempt
Department: Development	Reports To: CEO

Purpose:

The mission of Prevent Child Abuse America is to prevent the abuse and neglect of our nation's children. The *Director of Development* is responsible for a variety of tasks and responsibilities related to fundraising and special events management in an effort to advance the organization's mission and vision.

Essential Duties and Responsibilities:

Development/Fundraising

- Develop and implement *comprehensive annual and multi-year strategic plans* to include major gifts, special campaigns, special events, individual giving, sponsorship opportunities, corporate, foundation, and grants. Track progress towards goals and make mid-course adjustments as necessary.
- Build year-round individual giving campaign, reaching current and new donors. Evaluate, recommend, and implement strategies for increasing income from annual donors.
- *Identify and research potential foundation sources of support for specific projects. Assemble materials and draft letters of inquiry, proposals and reports.*
- Research current corporate donors and develop plans for strengthening relationships/increasing their support.
- Facilitate the creation of *online fundraising tools*.
- *Investigate, propose and develop planned giving program.*

Events

- Plan, coordinate, and manage Prevent Child Abuse America fundraisers.
- Plan, coordinate, and manage Prevent Child Abuse America monthly email/social media campaigns.
- Develop innovative ways to expand net proceeds from events.
- Produce *timely* progress reports for fundraising events and email campaigns.

State Registrations

- Ensure that Prevent Child Abuse America is able to fundraise nationally by completing State Registrations.
- Monitor State Registration Applications and update database with status of each registration.
- Keep up-to-date with latest trends in State Registrations and filing deadlines.

Database Management

- Collect, maintain, and analyze data from PCAA contacts, donor prospects, corporations, and events in the database to track and monitor progress.



- Ensure accurate record-keeping of contributions and timeliness of donor acknowledgments.
- Protect organization's value and manage risk by keeping information confidential.
- Analyze data analytics to constantly adjust strategies and fundraising techniques.
- Experienced with A/B Testing.

Management

- Superior communication and writing skills required. Friendly team player who gets along well with all types of people and is able to develop and maintain new relationships easily.
- Follow major trends or changes in philanthropy and position Prevent Child Abuse America to respond to such trends.
- Establish and oversee the department expense budget and income goals. Prepare financial documents needed for fundraising and evaluation. Communicate regularly the status of fundraising projects; track results against goals.
- Provide staff support to the National Board Fundraising Committee.
- Perform other duties as assigned/required.

QUALIFICATIONS:

Education and/or Experience:

- Bachelor's Degree required.
- At least five years of experience in development and fundraising.
- Hands on experience with Salesforce CRM software preferred.

Travel Required:

- Travel may be required at various times of the year.

Work Environment:

- This is a full-time office environment position at the Prevent Child Abuse America national headquarters in Chicago, IL.

Compensation:

- Benefits include health, dental, life, vision and disability insurance, 401(k).
- Each full-time employee receives paid holidays, sick days, vacation days and personal days in accordance with PCA America Employee Handbook.
- Salary is commensurate with educational and professional experience.



To Apply:

Email your resume, cover letter and salary history to:

Miguel Tovar
Chief Financial Officer
Prevent Child Abuse America
228 South Wabash Avenue 10th Floor
Chicago, IL 60604
mtovar@preventchildabuse.org

APPLICATIONS WITHOUT RESUME, COVER LETTER AND SALARY HISTORY WILL NOT BE REVIEWED
NO PHONE CALLS PLEASE

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