

CARIDAD CENTER

HEALTH □ EDUCATION □ OUTREACH

Job Title: Associate Director of Development

Responsible to: Director of Development

FLSA Classification: Exempt Non-Exempt

PRIMARY FUNCTION: The Associate Director of Development will be responsible for helping the Director and other staff to maintain and expand Caridad Center's funding from current funding partners including, private foundations, as well as to develop new sources of income from individuals, events, and governmental grants, among others.

MAJOR DUTIES AND RESPONSIBILITIES: Under the primary supervision of the Director of Development, the Associate Director of Development will be responsible for the following tasks:

- Engage in research to identify new individual, foundation, and government prospects.
- Maintain and expand Caridad Center's funding database.
- Evaluate marketing options.
- Help develop, coordinate, maintain, and implement the annual fundraising plan.
- Write fundraising letters; maintaining regular correspondence with foundations, donors, and board members; overseeing mailings.
- Help to plan events.
- In consultation with program staff and the Director, prepare drafts of reports.
- Other duties as assigned

ADDITIONAL QUALIFICATIONS: The ideal candidate will have the following qualifications:

- At least 4 to 5 years of nonprofit fundraising/development experience, with significant, donor cultivating skills, foundation and major donor fundraising experience.
- Blackbaud/Raiser's Edge experience.
- Familiarity with human services, healthcare, education, and/or development issues; familiarity with innovative fundraising and marketing strategies.
- Excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events.
- Excellent written communication, research, and organizational skills.
- Ability to develop and manage budgets and prepare financial reports.
- Computer literacy, including experience with fundraising databases preferred.
- Interest, enthusiasm, and affinity for fundraising and working with people.
- Preferably a member of a fundraising professional organization.
- Attention to details and strong time-management and organizational skills.
- Ability to prioritize and manage multiple and varied projects.
- Able to set and achieve goals.

The successful applicant will work well in multicultural teams and with diverse constituencies. S/he will be self-motivated, work well under pressure, and be able to handle several projects at one time. S/he will have good judgment and a sense of humor.

REQUIREMENTS:

- Bachelor's Degree
- Five to seven years of fundraising experience with track record of closed major gifts.
- Experience managing a successful annual fund.
- Superior ability to communicate effectively in writing, by phone, and in person.
- Experience working with Volunteer Boards and Committees.
- A valid FL driver's license, clean driving record, and ability to use personal, insured vehicle for work assignments.
- Willingness and ability to attend evening and weekend meetings and events.

Only candidates who meet the hiring requirements will be considered.

Please submit resume and cover letter to Alé Barthe at abarthe@caridad.org.