

Position Summary

The Director of Development will lead fundraising, communications, and marketing functions for Children's Village. The mission of Children's Village it is to provide early childhood education and school-age academic enrichment distinguished by excellence and family diversity. We seek both full-time and part-time (approximately 25 hours per week) candidates.

Responsibilities:

- Writes and prioritizes grant proposals to foundations, corporations and government in conjunction with staff
- Maintains grant calendar for current and proposed grant proposals and reports
- Files all grant reports in a timely manner
- Researches potential funding sources to support needs identified by management team
- Cultivates and stewards foundation and corporate relationships
- Plans, manages and implements annual appeal
- Cultivates and maintains individual donor relationships and community partnerships
- Works with Executive Director and Board Development Committee to develop and meet annual fundraising plan and goals
- Plans and implements fundraising special events working with board committee, volunteers and parents
- Acknowledges all gifts and maintains database

Qualifications:

- Requires a minimum of 5 years experience in the nonprofit sector raising funds and ability to plan, organize, and direct multiple projects
- Bachelor's degree in marketing, business, nonprofit management, fundraising or other relevant field required
- Computer skills - Microsoft Office and Gift Works
- Familiarity and experience with social networking tools
- Excellent writing, communication, people and time management skills

Children's Village is an Equal Opportunity Employer and offers a competitive compensation package. To apply please send cover letter (including preferred schedule of full-time or part-time), resume detailing specific funds raised and through what means, and three writing samples including one grant proposal writing sample to development@childrensvillagephila.org by **June 4, 2019**.