



## **Child & Family Agency of Southeastern CT, seeks a *Senior Director of Development (SDD)***

### **ABOUT US**

Child & Family Agency (CFA) nurtures children and families to develop their strengths through its service, partnership and advocacy. Our programs address children's mental health, children's physical healthcare, the prevention of child abuse, the treatment of family violence, parent education, child guidance, after-school programming and childcare. With a heritage that dates from 1809, CFA has grown to become the largest non-profit children's social service provider in southeastern Connecticut. Our services are available to all residents of New London and Middlesex counties, with some services extending into New Haven and Windham counties. A number of Child and Family Agency's services receive partial supportive funding from various Connecticut State departments. Child and Family Agency is licensed by the State for its child care facilities, after-school program, outpatient psychiatric clinics for children, and its school-based health centers. Nearly 600 men and women volunteers give generously of their time and talent through caring for children, fundraising events, and educational services.

### **POSITION DESCRIPTION**

CFA seeks a **Senior Director of Development (SDD)** to increase recognition of (CFA), securing transformational philanthropy through endowment and major gifts cultivation, identifying new audiences, and creating expanded revenue streams from non-governmental sources. This position provides collaborative leadership in the creation and implementation of a comprehensive, strategic, innovative advancement plan to expand current sources of contributed income via inventive partnerships, individual gifts, and state-of-the-art branding and community engagement practices. The SDD collaborates closely with service program staff leadership and the Board in his/her representation of the organization to donors, the external community and partners. Oversight of the Development Office's support of its volunteer auxiliaries and perennial fundraising activities such as the Annual Fund and special events is a part of this role. This Senior Director works closely with the Chief Financial & Administrative Officer, Chief Executive Officer and the Board of Directors in all development and fundraising endeavors.

The successful applicant will be a dynamic fundraiser and communicator with a creative and accomplished 10+ year track record of progressive experience leading effective, sustainable advancement programs encompassing the full range of external relations strategies and tactics.

*This Leader of Development for CFA will provide:*

#### ***Development and Fundraising***

- Develop the Agency's donor-centric Individual Giving Plan for the market in conjunction with the CEO, service leadership, and the Board of Directors.
- Ongoing identification of and meeting with prospective donors and supporters to establish effective communications, relationships, and giving potential.
- Grow the major gifts program including identification, cultivation and solicitation of major donors. Personally identify, qualify, cultivate, solicit and steward donor prospects who have the capacity for five-, six-, and seven-figure gifts through individually tailored strategies. Includes planned giving/deferred gifts (e.g. bequests).
- Oversee foundation and corporate grant seeking including research, proposal writing, and reporting requirements.

- Coordinate endowment and capital campaigns and other major fundraising drives.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Oversee fundraising database and tracking systems.
- Oversee the Development Office team's support of the volunteer Auxiliaries' activities and fundraising events through an appropriate blend of delegation and direct involvement.

#### *Community Relations and Marketing*

- Provide collaborative leadership regarding the Agency's branding and messaging strategies, including collaborative development of a communications and media relations plan.
- Oversee and/or support creation of publications to support fundraising and community visibility activities.
- Manage the Development Office's public relations and marketing, including collateral materials related to fund development, donor recruitment and community awareness. Provide leadership-level collaboration with the agency's service program-related public relations/marketing.
- Coordinate the Development Office's work regarding social media, including web site development and maintenance. Collaboration with Service Directors and the Board's Public Relations Committee is core to this work.
- Make public appearances/accept speaking engagements to share information about the agency.

#### **QUALIFICATIONS**

- Must embrace the mission of Child & Family Agency of Southeastern CT, Inc. and possess the skills to work with and motivate staff, board members and other volunteers.
- Strong interpersonal and writing skills and be organized, exhibiting "follow through" on tasks and goals.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Be a self-starter, display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Availability to work evenings and weekends as needed.
- A record of success in raising money by creating and/or expanding a culture of major gift philanthropy; comfort and success as a front-line fundraiser.
- Exceptional communications skills and charisma.

#### **EDUCATION, TRAINING, CERTIFICATION, SKILL & ABILITY**

Minimum academic degree: Bachelor Degree  
CFRE certification a plus

Minimum of 10+ years of directly related progressive experience in philanthropic fundraising leadership, strategic communications, and all facets of external relations, including substantial time in the realm of individual and major giving. Experience in Capital Campaigns highly desired; experience in Transformational Giving (7+ figures) a plus. Needs to be proficient in applicable software. Blackbaud Raiser's Edge Experience a plus.

Extensive volunteer or paid experience in volunteer management and/or development field. Advanced computer skills.

Position includes 3 weeks paid vacation, 5 personal days, 12 sick days and 11 paid holidays per year.

Generous medical/dental insurance available and company matched 403(b) retirement plan.

Resume, references and salary requirements should be sent to:

[hr@childandfamilyagency.org](mailto:hr@childandfamilyagency.org)

*Affirmative Action/EOE*

For more information about Child and Family Agency, visit our website at

***[www.childandfamilyagency.org](http://www.childandfamilyagency.org)***