

****

**DEVELOPMENT SPECIALIST**

**Where Small Voices Can Be Heard**

The mission of the Child Advocacy Center is to respond to child abuse through a team approach designed to reduce trauma, seek justice, and provide hope and healing for children and their families.

*“Excellence is achieved by caring more than others think is wise, risking more than others think is safe, dreaming more than others think is practical, and expecting more than others think is possible.”*

**SUMMARY OF THE POSITION**

The Development Specialist works as part of our Development Team and is responsible for raising funds to support the mission of the Child Advocacy Center through donor development, grant writing, special events, marketing and communications, as well as promoting overall community awareness of the organization.

**ESSENTIAL DUTIES**

As part of our Development Team, our Development Specialists are assigned a variety of duties and includes the following:

**Grant Writing**

The Development Specialist researches grants and foundations that align with the Child Advocacy Center’s mission and generates well-written and timely grant applications, presenting drafts to the Development Director for review and response.

The Development Specialist leads all grant reporting efforts making certain that all grant reports are presented by deadline and are complete and accurate.

**Donor Management**

The Development Specialist is responsible for updating donor information and gifts in our donor management system and works to make certain gifts are accurately recorded and thank-you notes and tax receipts are generated.

The Development Specialist is responsible for soliciting all in-kind gifts and donations less than $500 to assist in the mission of the Child Advocacy Center such as zoo passes, healthy snacks, gas cards and the like.

The Development Specialist researches prospective individual and corporate donors in Southeast Nebraska.

**Special Events**

The Development Specialist is responsible for the planning, coordination and execution of all Child Advocacy Center fundraising events. The Development Specialist also must work closely with all third-party event hosts and vendors to ensure events are successful and promote awareness of the Child Advocacy Center. The Development Specialist coordinates agency participation in community fairs and events.

**Volunteer Management**

The Development Specialist recruits, coordinates and recognizes the volunteer support essential to achieving our mission. This includes identifying and building community partnerships for the purpose of volunteer recruitment and advancing the volunteer program through public presentations, agency tours, e-newsletters and the like.

**Marketing and Communications**

The Development Specialist is responsible for updating the Child Advocacy Center website with relevant content pages and corresponding design. The Development Specialist maintains and broadens social media sites to increase networking and engagement level of constituents.

The Development Specialist assists in creating marketing collateral materials including audio, video, web and print utilizing outside vendors as needed and works closely with the Development Director in creating and coordinating the End-of-Year Annual Appeal strategy and coordinates all bulk mailings.

The Development Specialist prepares and submits press releases with follow-up to ensure coverage of news, training opportunities and events taking place at the Child Advocacy Center.

The Development Specialist must integrate the Child Advocacy Center’s brand into all marketing materials, ideas and activities.

**Holiday Gift Giving**

The Development Specialist works closely with our Child Advocates to coordinate our annual holiday gift giving for families in need and soliciting support from within the community.

**Leadership and Collaboration**

Leadership exists within all levels of our organization. We expect the Development Specialist to read and comply with the policies and procedures of the Child Advocacy Center as outlined in the Employee Handbook and Setting the Standard: Procedure Guidebook for Best Practices and take a leadership role in making sure other staff do the same. The Development Specialist must promote a positive image of the Child Advocacy Center in the community and participate in special events and fundraising efforts.

**SUPERVISORY RESPONSIBILITIES**

The employee customarily and routinely exercises independent discretion and judgment in the performance of his or her duties and supervises volunteers and interns as assigned.

**QUALIFICATIONS**

**Education:** A bachelor’s degree in marketing, event planning, public relations, communication or related field or related field is required.

**Experience:** A minimum of two years in event planning, marketing and communication, volunteer management and grant writing is required. Prior experience working at a non-profit organization is preferred.

**OTHER**

All employees must have access to a vehicle, possess a valid driver’s license and provide proof of insurance. The position does involve travel throughout Lincoln and Southeast Nebraska. Given special events and activities, this person must be able to work flexible hours and adjust off time as needed. All employees must submit to a criminal history background check prior to being hired and annually at the time of their performance evaluation. All employees are expected to read and comply with the policies and procedures of the Child Advocacy Center as outlined in the Employee Handbook and Setting the Standard: A Guidebook for Best Practices.

**FUNDING FOR THIS POSTION**

This position is funded through private individual and corporate donors, grants and foundations, as well as special events. No VOCA dollars or state general funds appropriated by the Unicameral are used to fund this position.

**Revised**

June 1, 2018

*This job description is meant to describe the general nature and duties that may be required of this position within the Child Advocacy Center. It is not intended to be an exhaustive list of all duties and responsibilities associated with this job. Nothing in this job description restricts your supervisor’s right to assign or reassign duties and responsibilities to this job at any time. All employment relationships at the Child Advocacy Center are of an at-will nature and may be terminated at any time, with or without cause, and with or without notice. This job description does not constitute a contract of employment.*

****

|  |
| --- |
| I have received a copy of my job description and understand the expectations of my position at the Child Advocacy Center. |
|  |  |

Signature Date