

TITLE Director of Development

CATEGORY Administration

DESCRIPTION Will have oversight and responsibility for developing and implementing the development strategy for the agency. Reporting to the Executive Director, the Director of Development will be responsible for achieving the fundraising goals and engaging major donors for campaigns and sponsors for specific program events. The Director will continue to advance the organization through development, working closely with the Executive Director and members of the Board. This is an exempt position.

POSITION REQUIREMENTS Position requires a Bachelor's Degree in Business Administration, Marketing, Communications, Economics or Advertising; Master's degree a plus. Five years of related experience, and a minimum of three (3) years' experience of fundraising and/or marketing in the non-profit sector required. The successful candidate must have a valid driver's license, along with two (2) years of driving experience.

The successful candidate will be:

- familiar with the philanthropic community in Washington county and surrounding areas
- able to demonstrate excellent verbal and written communications to varying levels in and outside the organization
- an Arc representative in community organizations
- adept at organizing fundraising events (ie Dancing with the Stars)
- a creative self-starter
- expected to build a team of volunteers
- responsible for staying abreast of trends in the industry and marketing effectively
- the lead person in grant preparation

Strong computer experience using Microsoft Office Suite Word, Excel, PowerPoint, Publisher and Outlook. Applicants also need to pass a background check, and pre-employment screenings which include a drug screen and functionality test.

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

To apply online, go to our website, www.arcwc-md.org, and click on Join Our Team.