**Organization:**
The Children’s Agenda

**Job Title:**
Director of Development

**Salary Range (low):** $78,500  
**Salary Range (high):** $83,500

**Website:**  
www.thechildrensagenda.org

**Summary**
The Development Director is responsible for developing and managing a pipeline of current and prospective foundation and other major funders that align with the priorities of The Children’s Agenda. The position works with internal partners to ensure strategic and revenue goals of the organization are met.

**Key Responsibilities:**
- Manage grants system, including research, proposal writing, and record maintenance.
- Collaborate with internal teams to identify funding goals and priorities.
- Cultivate and steward relationships with foundation and major funders.
- Plan and execute fundraising events, appeals, and other development activities.

**Organization’s Financial Sources:**
- Contributions
- Foundation and Corporate Grants
- Special Events
- Interest Income
- Earned Income

**Qualifications:**

**Education:**
Bachelor’s degree in related field such as English, Communications, or Journalism from an accredited higher education institution preferred

**Experience/Personal Qualifications**
Minimum of 4-5 years (preferred 10 plus years) of successful grant experience with foundations, event experience and success with major funders.

**Communication Skills:**
- Write persuasively
- Communicate effectively orally and in writing
- Establish cooperative working relationships
- Meet deadlines
- Have excellent reading comprehension
Technical Proficiency:
- Proficient in Microsoft Office, word processing, Excel, and database management
- Familiarity with search engines and online grant portals

Interpersonal and Organizational Skills:
- Effective verbal communication
- Strong interpersonal skills
- Research and organizational skills
- Ability to work both independently and as a team member

Grant Process Knowledge:
- Understanding of pre-award and post-award grant processes

Time Management:
- Ability to prioritize multiple assignments
- Meet deadlines in a fast-paced environment
- Detail-oriented, fast, efficient, and well-organized
- Commitment and Attitude:
  - Embraces diversity, inclusion, and equity.

**Benefits:**
PTO, Health Insurance, Retirement, Life Insurance, Health Care Flexible Spending Account, Employee Assistance Program, Hybrid Working Environment

**Requirements of Position:**
- Annual Campaigns
- Grant Writing and Management
- Major Gift Stewardship and Solicitation
- Event Management
- Computer - Database
- Computer - Spreadsheets
- Computer - Word Processing
- Donor Research

**Reporting Structure:**
Position Reports to: Chief Financial Officer

**Correspondence Information:**
Send Correspondence to:
Michelle Yale, Administrative Director. michelle@thechildrensagenda.org

**Include with Correspondence:**
- Cover Letter
- Resume
- Writing Sample