



Job Title:	Director of Development
CCFH Program:	Administration
Location:	Durham, NC
Position Type:	Full-Time

JOB DESCRIPTION

Reports to: CCFH Executive Director

Center Description: The Center for Child and Family Health (CCFH) was established in 1996. CCFH is a community-based nonprofit organization involving collaboration with Duke University, the University of North Carolina at Chapel Hill, and North Carolina Central University. CCFH’s mission is to define, practice, and teach the highest standards of care in treating and preventing childhood trauma, serving more than 2,500 children and families each year. CCFH training faculty are committed to developing and sustaining a child trauma mental health workforce across North Carolina and the country, leveraging state and federal programs to support clinical training, consultation, and technical assistance. CCFH staff and faculty include clinicians, researchers, nationally-endorsed trainers in evidenced-based treatments (EBTs), and clinical and implementation experts. CCFH is located in Durham, North Carolina, and is a community treatment and services site in the National Child Traumatic Stress Network.

The Director of Development at CCFH supports the work of 80+ colleagues in multiple programs across the Center who, in turn, support the local Durham and area communities, the children and families in the state of North Carolina, and clinicians across the nation. These efforts include raising charitable contributions through grant proposals, fundraising events, direct appeals, and personal solicitation.

Occupational Summary: The Director of Development must be an independent self-starter with the creativity, vision, and talent for increasing the philanthropic giving outcomes while at the same time being the consummate networker, community spokesperson, team builder, and advocate for increasing the fundraising program’s integration within the organization.

Work Performed:

- Lead all aspects of a diversified fundraising strategy, including but not limited to the annual fund, major gifts, planned giving, corporate and foundation grants, special events, and volunteer management. Evaluate the effectiveness of each component utilizing established metrics and reporting tools and revise where necessary.
- Create a written, diversified, metrics-driven development plan with clearly defined goals, objectives, timelines, and assignment of responsibilities.
- Create an annual development calendar of activities, including marketing and communications campaigns.
- Prepare concise, accurate, and timely reports to the Board of Directors on progress made towards annual goals.
- Work with the Executive Director and the Director of Finance in the creation of the development program’s operational budget with an eye towards keeping administrative costs within the norms for mid-sized non-profits.

Continued below



- Work with the Executive Director, Board of Directors, staff, and specialized donor groups to create a culture of philanthropy with the goal to increase the fundraising program’s integration into the organization.
- Engage staff in understanding the importance of philanthropy and their participation in philanthropic efforts to the welfare of the Center.
- Manage a personal portfolio of major gift prospects and support the work of the Board of Directors to reach out to other gift prospects.
- Create or make arrangements for the creation of key communications and marketing materials including traditional print and web-based campaigns.
- Serve as a key liaison in arranging for speaking and media opportunities for the Executive Director, faculty, and staff, and serve as a spokesperson for the organization.
- Engage with community leaders and stakeholders to enhance visibility, knowledge, and connection to the Center.
- Work with Board of Directors and CCFH leadership and staff to advocate with and facilitate relationships with community stakeholders.
- Supervise, mentor, and evaluate a staff position responsible for communications and support of development activities.
- Hire and supervise contractors as needed.
- Ensure the operational side of the fundraising program is running smoothly and effectively, including but not limited to, entering and retrieving information from electronic databases, timely and appropriate gift acknowledgements, gift acceptance policies, and aforementioned reports to the Board of Directors. Review all policies and procedures related to the development program on a regular basis and make revisions or changes as necessary.
- Actively engage in and advance diversity, equity, and inclusion within development functions and across CCFH.
- Develop a thorough knowledge of the history, major accomplishments, and challenges of CCFH, including key leaders and funders who have made a significant impact in the past and present, while maintaining a strong working knowledge of childhood trauma and the work being done by the Center in its three pillars of treatment, prevention, and transformation.

The above statements describe the general nature and level of work being performed by the individual assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties.

Required Qualifications at This Level

Education/Training: Bachelor’s degree required.

Experience:

- Five or more (5+) years of professional experience in a non-profit organization, with a proven track record of fundraising success. (Success in the Triangle region of NC and/or in a mental health-, social service- or medically related institution are pluses.)
- Experience in a wide range of fundraising including major gifts, planned giving, annual funds, donor stewardship, sponsorships, grants, and special events.
- Experience in managing work groups and/or volunteers.



Skills:

- Exceptional planning skills.
- Goal-, results-, and detail-oriented expertise with the ability to set and meet deadlines.
- Excellent written and oral communication skills with the ability to engage and influence a wide range of donors and key stakeholders.
- Ability to network in the community by attending events and participating in civic groups and activities.
- Self-starter with a flexible and adaptable work style. One who can manage competing demands and work independently without close oversight; creative and entrepreneurial with a sense of humor.
- Willingness to assume responsibility for the completion of a variety of tasks to meet organizational goals.
- Ability to work a flexible schedule including occasional weekends and nights.

Travel Requirements: Community travel only.

Physical Requirements:

- Extended sitting (up to 8 hours per day).
- Infrequent lifting of up to 25 pounds.
- Keyboarding.

Salary: \$65,000 - \$75,000 per year, with compensation commensurate with experience and abilities.

The Center for Child & Family Health (CCFH) is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, disability, ethnicity, gender identity national origin, race, religion, sex, sexual orientation or preference, or veteran status. CCFH is committed to building a diverse team based on the principles of excellence, fairness, and respect. As part of this commitment, CCFH actively values diversity in the workplace and seeks to take advantage of individuals' rich backgrounds and abilities. We strongly encourage candidates of color to apply.

APPLICATION INFORMATION

Please email resume and letter of interest to Arladean Arnson, Executive Assistant, via email at Arladean.arnson@duke.edu (subject line: Director of Development position). Thank you.