



**Position Title:** Development Director  
**Reports To:** Executive Director  
**Supervises:** No Direct Reports  
**Classification:** Currently Non-Exempt  
**Hours:** 20 hours per week

**SUMMARY:** SCAN of Iredell is seeking an energetic individual with demonstrated successful fundraising experience to work in a development position. SCAN is a non-profit dedicated to helping children and healing families.

**DESCRIPTION:** As a part-time position (20 hours a week) reporting to the Executive Director, this position will establish and implement a cost-effective and comprehensive fundraising plan to build relationships and raise resources to support SCAN's mission.

**QUALIFICATIONS:** Ability to be a self-starter and work independently, and the ability to work in an environment that addresses child abuse cases and issues. Must have a record of meeting fundraising goals, experience in soliciting funds directly, establishing a fundraising plan, donor services, and annual campaigns. Minimum of two years of experience in fundraising development, a Bachelor's Degree, strong written and interpersonal skills, good community contacts and knowledge of Iredell County. Also, must possess strong and diverse computer skills, including experience with Sales Force and/or other fundraising software options plus the ability to work flexible hours and to travel within the service area.

**RESPONSIBILITIES:** Collaborate with the Executive Director, Office Administrator and board to establish an annual and long-range fundraising plan and budget of fund development activities for the agency. The priorities for this position as a 20-hour per week role will be focused 60-70% of the time around creating and working a donor cultivation plan, with the other 30-40% of the time focused on grant research, cultivation, writing, and/or review along with the Executive Director and other SCAN team members.

- Annual Funding Plan. Work closely with Executive Director, board and other community contacts to identify potential donors. Donors include all sectors: Individuals, Faith, Business, Foundations and Grants, Civic, and Government. Create and work a calendar to cultivate, nurture, and steward all donor sectors with personal visits, determining their philanthropic desires and priorities, and disseminating SCAN achievements.
- Conduct research, maintain records, and thank current/potential donors utilizing Sales Force.
- Regularly research grant opportunities, and in conjunction with appropriate SCAN staff, apply for grants that meet organizational fit, direction, and strategic plan.
- Manage annual giving appeals, such as the general fall appeal, and/or add appeals to specific demographics.
- Generate a compelling case for SCAN support, gathering client stories and program outcomes to craft the case.
- Along with the Office Administrator, create and utilize a process of forecasting the timing, amounts, and probability of future donations. Report any barriers or setbacks surrounding fund development goals in a timely fashion to the Executive Director and board Finance Committee.
- Recruit and develop volunteers as needed to assist with current priorities of the Development Director.
- On a minimal basis, assist SCAN team with community awareness activities, including determining the Return on Investment of participating in each activity.
- Report fund development successes to the SCAN board and other stakeholders on a quarterly basis.

**Secondary priorities: These are priorities if and when time permits or if and when the Development Director role increases above 20-hours per week:**

- Supervise and ultimately execute regular organizational updates to stakeholders via press releases, brochures, website and social media postings.
- Provide oversight and manage SCAN-designed annual fundraising events, like the luncheon. Assess current efforts, conduct research and create a plan for events. Recruit and steward Event Committee volunteers to do the work of each event to ensure event goals are met. Assist Event Committees with soliciting and obtaining sponsorships for events.
- 3<sup>rd</sup> Party Fundraising Events: Create awareness around 3<sup>rd</sup> Party Fundraising. Create an efficient and effective process for 3<sup>rd</sup> Party Fundraising that minimizes SCAN staff involvement in these types of fundraisers.
- Assist with recruiting and managing additional volunteers for fund development activities, and as organizational ambassadors.
- Create and manage an Awareness Committee. The Committee's goal would be to host small intimate events for high wealth potential donors to introduce them to SCAN, its story, mission, and outcomes as a means to increase exposure for SCAN and garner future supporters.
- Performs other duties as requested that will enhance and support SCAN's mission in the community.

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- SCAN OF IREDELL IS AN EQUAL OPPORTUNITY EMPLOYER -

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Interested applicants should send their cover letter, resume, two professional work references, and two writing samples to [Careers@IredellScan.org](mailto:Careers@IredellScan.org) no later than **5 pm, July 26, 2019**. Pdf files are preferred. Phone calls will not be accepted.

**Writing Samples:** Please provide two writing samples less than two pages each. The first writing sample should be a letter to lapsed donor. The second writing sample can be of your choosing, but less than two pages in length.