

Community Outreach, Inc. is currently seeking a...

DIRECTOR OF DEVELOPMENT

Status:

- Reports to Executive Director
- Full time (40+ hours / week)
- Day shift, primarily, with some nights and weekends required
- FLSA: Salaried / Exempt (not overtime eligible)

Purpose:

Ensures the agency's short and long-term financial health by generating sufficient financial resources and community involvement to support COI's mission and programs. Provide leadership in developing, managing, and maintaining close relationships with the philanthropic community, individual and corporate donors, grantors, sponsors, board members and potential donors through various channels such as direct, personal communications, community involvement, written materials, campaigns and special events.

Responsibilities:

- Relationships, Community Involvement and Events: In coordination with the Executive Director and the Board of Directors, develop, cultivate, manage, and maintain strong relationships with the philanthropic community, individual and corporate donors, grantors, sponsors, and potential donors. Motivate giving by informing individuals and groups about the agency's mission and philanthropy through personal interactions, presentations to community organizations, speaking engagements, facility tours, special events that provide donors with opportunities to meet clients, volunteers and staff, and involvement with ad hoc committees, advisory boards, etc.
- Persuade: Articulate the need for money as a provision of service to meet clear community needs of economic development, saving and enhancing the quality of lives, community pride, etc. Determine donor / potential donor interests, and determine how the donor will benefit by giving, such as membership privileges and benefits, visibility, and opportunities to meet people. Celebrate and communicate fundraising successes to raise the confidence of donors, employees, volunteers, clients, and the Board.
- Public Relations: Increase the visibility and reputation of COI through a variety of public relations activities, including developing, publishing, and distributing personalized and other written materials, enhancing COI's website and signage, social media, media relations, press releases, arranging interviews, newsletters, brochures, proposals, appeal letters, advertising, and COI's Annual Report. Respond to requests for information, and provide periodic reports as required or requested.
- Leadership and Planning: Provide direction for Executive Director and Board members in the development of strategic fundraising goals. Develop and implement giving plans and programs, an achievable budget, make forecasts, and work constructively with COI's Board. Assist the Board with fundraising and the Board's commitment to contribute, update the Board monthly, and provide briefings as required and requested.
- Grants: Ensure that appropriate grant proposals are submitted in a timely and effective manner.
- Recruit and Oversee Volunteers: Coordinate fundraising volunteers, asking them to give before they ask others to give, and cultivate good volunteer leaders.
- Assist with the administration of key contracts.

- Represent COI: Represent the Board and Executive Director at Benton County Commissioners meetings, City of Corvallis Council meetings, and other public forums when needed.
- Staff Supervision: Provide supervision to subordinate employees.
- Compliance: Ensure compliance with grants and contracts, as well as local, state, and federal legislation.
- Continuous improvement: Help COI continually improve the way it works.
- Other: Perform other duties as required or assigned.

Requirements:

- Bachelor's degree in business, Communication, Social Sciences or other relevant major, or equivalent combination of education and experience.
- Minimum 3 to 5 years fundraising experience, with a history of growth.
- Excellent interpersonal, oral and written communication, relationship building, partnering and collaboration skills.
- Strong event planning, organizational and time management skills, excellent attention to detail, and strong computer literacy.
- High initiative and success orientation.
- Commitment to COI's mission and goals as a drug and alcohol-free social services agency.
- Able to perform the essential functions of the position with or without accommodations.

Agency Conformance Statements:

- Perform quality work within deadlines without direct supervision.
- Interact professionally with other employees, clients, donors, and outside agencies.
- Work independently and, as a team contributor, understand the necessity for communication and coordinating work with other individuals and organizations.

About Community Outreach:

Community Outreach responds to human needs by providing direct services, and by collaborating with, and making referrals to other agencies and organizations to help people help themselves and others lead healthy, productive lives. Founded in 1971, Community Outreach provides basic human services for homeless and very low-income individuals and families in the mid-Willamette Valley. Our services include transformational housing and case management, food bank, hygiene kits, mail service, medical and dental clinics, behavioral health outpatient services, veterans' advocacy, and nature-based childcare. Community Outreach assists people without discrimination, and treats them with respect, integrity, and dignity. In the broadest sense, Community Outreach intends to relieve pain and suffering, lessen oppression, meet basic human needs, and promote justice, equality, and diversity. At the heart of every one of our social service programs lies one of these major principles.

Our employee benefits include 18 days of Paid Time Off (PTO) per year, medical, dental and vision insurance, life and disability insurance, 403(b) retirement plan, regular/floating/birthday holidays, employee assistance program, gym membership and other employee discounts, and employee referral bonus program.

To apply, please send your resume to KDimmick@CommunityOutreachInc.org

