

Position: Senior Manager-Fund Development

Reports to: Executive Director

Purpose of Position: The Fund Development Director plays a pivotal role in advancing the mission and impact of Child Care Aware of Kansas by leading the organization's fundraising efforts. This position is instrumental in developing and executing comprehensive fundraising strategies to secure vital financial support from individual donors, foundations, corporations, and other funding sources. By fostering strong relationships, identifying funding opportunities, and implementing innovative approaches, the Fund Development Director ensures the sustainability and growth of programs and initiatives.

Status: Exempt

Salary Range: \$58,000 - \$68,000

Duties and Responsibilities

Program Administration

Plans, develops, and implements and monitors development and fundraising program.

- Establishes fundraising objectives for the organization, setting one year, five year, and longer-term goals.
- Maintains a list of potential financial donors including corporations, foundations, and individuals.
- Produces relevant and informative fundraising literature for distribution to previous donors and the public.
- Research potential sources of, and applies for, grants and public funding.
- Oversees the fundraising process and works closely with finance to manage receipts and disbursements of funds.
- Plans fundraising events that effectively communicate the purposes of the organization.
- Develop and execute a comprehensive fundraising plan that includes strategies for individual giving, major gifts, corporate sponsorships, grants, and special events.
- Identify and research prospective donors and funding opportunities to expand the organization's donor base and revenue streams.
- Collaborate with the Executive Director and Board of Directors to set fundraising goals and objectives, and regularly report on progress towards meeting those goals.
- Plan and oversee fundraising events and campaigns, ensuring they are executed efficiently and effectively to maximize fundraising potential.
- Work closely with program staff to understand funding needs and priorities and develop compelling proposals and grant applications to secure funding for programs and initiatives.

Network Outreach

- Cultivate and steward relationships with individual donors, foundations, corporations, and other funding sources to maximize financial support for the organization.
- Develops and maintains partnerships with other early childhood service organizations.
- Demonstrated leadership ability, with experience supervising and motivating staff and volunteers.

Knowledge Management

Contributes to the organization's efforts by developing deep knowledge of programs that positively impact the quality of child care in Kansas.

- Proven ability to develop and implement strategic fundraising plans, grant writing, including setting goals, timelines, and metrics for success.
- Excellent project management skills, with the ability to prioritize and manage multiple tasks and deadlines simultaneously.
- Knowledge of nonprofit fundraising regulations and ethical standards, including donor confidentiality and gift acceptance policies.
- Stay informed about trends and best practices in fundraising and philanthropy and integrate innovative strategies into the organization's fundraising efforts.
- Manage all aspects of the donor database, including gift processing, acknowledgments, and donor communications

Organizational Development/Leadership

- Develops and maintains positive, supportive relationships with the staff and CCR&Rs.
- Develops and implements strategies that will maximize the synergies among the team and CCR&Rs.

Participates in a variety of professional development events in order to stay current with early childhood research, trends and best practice.

- Use knowledge and skills gained through professional development to expand and/or enhance services provided by Child Care Aware® of Kansas.

Complete required Child Care Aware® of Kansas employee reports and duties in accordance with agency policies, including:

- Monthly Credit card report, employee expenses report, car log/maintenance, etc.
- Child Care Aware® of Kansas Board report.

Education:

- Bachelor's degree in nonprofit management, fundraising, business administration, or related field; Master's degree preferred.
- Minimum of 5 years of experience in fundraising and development, with a track record of success in securing major gifts, grants, and sponsorships.

Experience:

- Strong interpersonal and communication skills, with the ability to build rapport and cultivate relationships with diverse stakeholders.
- Flexibility to work occasional evenings and weekends as needed for events and meetings.
- Proficient in Word, Excel, Power Point and other Microsoft Office based software.

- Experience in nonprofit environment preferred.
- Experience providing and facilitating group meetings and activities preferred.
- Ability to work independently as a self-starter.

Special Knowledge and Skills:

- Bilingual preferred.
- Commitment to diversity, equity, and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- Strong organization and time management skills, with ability to work independently and collaboratively.
- Effective listening and problem-solving skills.
- Excellent oral and written communication skills (in person and in virtual interactions).
- Ability to complete tasks in a timely manner and to multi-task.
- A passion for increasing the quality of child care for children and their families.
- Ability to adapt to changing situations and priorities.

Miscellaneous Requirements:

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Willingness to work flexible hours, including some weekend, evening, and overnight travel.
- Valid Kansas driver's license.
- Remote position in Kansas or Salina Office

EEO Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.

Disclaimer

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Employee Printed Name

Employee Signature

Date

HR

Date