



Early Childhood Alliance

Chief Development Officer

Position Summary

Under the general direction of the Chief Executive Officer (CEO), the Chief Development Officer (CDO) is responsible for managing and implementing the agency's campaign efforts, establishing new relationships with potential donors, and cultivating current relationships while increasing visibility of ECA and future funding supports.

Employee performs duties in a standard office environment with minimum supervision. Travel is required. Ability to demonstrate high-level communication skills, both written and verbal. Employee frequently plans and makes presentations with current and potential donors. Employee is required to handle a variety of tasks. Work may require light to moderate lifting. Ability to work a flexible schedule.

Employee maintains frequent contact and serves as the staff liaison with the Board Governance Committee. Engages and interfaces with program staff in submitting grants, networks with businesses, community agencies, administrators, media, vendors, donors, and the public.

Employee is expected to make substantial contributions to Early Childhood Alliance's mission by communicating internally and externally the mission, vision, values, services, philosophy, and goals. Employee's work is periodically reviewed by the CEO.

This position is located in Fort Wayne, IN.

Salary Range: \$65,000 - \$80,000

Essential Functions

- ◆ Creates and directs strategic development plans with the guidance of the Board Development Committee. Manages the short and long-range development strategies in accordance with policies and priorities.
- ◆ Builds awareness of the mission, vision, and programs of ECA among key publics, with emphasis on expanding donor prospects.
- ◆ Establishes strong relationships with strategic partners across the counties served by ECA. Develops new individual, corporate and foundation relationships, and cultivates current donor relations.

- ◆ Strengthens fund development and provides guidance to the Board.
- ◆ Serves as staff liaison with the Board Development Committees. Attend board and select committee meetings and assist in implementing fund development, special events and planned-giving strategies.
- ◆ Works with the program staff to research and submit proposals to foundations, state, federal government, United Ways, civic groups, and corporations.
- ◆ Researches, cultivates, and solicits major gifts by fostering long-term relationships with potential viable donors.

Minimum Requirements

- ◆ Baccalaureate degree in a related field and/or at least three years of experience in fund development.
- ◆ Knowledge and/or experience with donor software, i.e., Donor Perfect, etc.
- ◆ Ability to multi-task and prioritize work, strong organization skills.
- ◆ Excellent oral and written communications skills
- ◆ Experience in annual campaign programs, corporate and foundation fund development, and donor relations.
- ◆ Ability to communicate the needs, interests, and accomplishments of Early Childhood Alliance fully and accurately to a wide range of constituencies.
- ◆ Ability to make formal presentations, including presentations to individual donors or large, professional audiences.
- ◆ Demonstrates a critical eye for detail, including grammar, punctuation, and spelling to ensure high quality publications for internal and external use.
- ◆ Proven ability to develop relationships and to raise significant financial support for Early Childhood Alliance.
- ◆ CFRE credential preferred.

Send Resume(s) to: tmiller@ecalliance.org or apply at www.ecalliance.org/home/careers/

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not construed as an exhaustive list of all job duties or specific tasks performed by the employee so assigned.