

DATE: September 2023

TITLE: Fund Development and Communication Specialist (Child Advocacy Center)
Non-Union Grade 9

GENERAL STATEMENT OF DUTIES:

Responsible for maximizing financial support, community awareness and communication of the Center through a comprehensive fund development plan to include community outreach, donor acquisition and cultivation, communication, fundraising, and grant writing. Functions as an extended part of the multi-disciplinary team to provide a professional and child friendly environment to assist in the investigation of child sexual abuse and serious physical abuse.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Develop and implement a comprehensive fund development plan with the assistance of the Executive Director and CAC Boards.
- Establish, manage and cultivate new and ongoing donor and sponsor relationships with the Center.
- Develop, coordinate and manage fundraising and special event campaigns for the Center.
- Provide community outreach and training in relation to the mission and goals of the Madison County Child Advocacy Center in an effort to raise awareness and secure additional donors to the Center.
- Manage the Center's donor database.
- Create and implement the Center's annual report, newsletters, and press releases.
- Create and implement communication, marketing, and social media content for the Center and assist the Executive Director in managing the Center's website and social media platforms.
- Develop and maintain the Center's email and communication database.
- Responsible for reporting on development and communication for the Center to CAC Boards, funders and others as requested.
- Participate in Board and Staff committees as appropriate and relevant to job duties.
- Assist the Executive Director with grant writing.
- Contribute positively to the work environment and be a constructive contributor to the CAC team.

- Performs other duties as required or assigned which are reasonably within the scope of the duties listed above.

SUPERVISION RECEIVED:

The Child Advocacy Center Executive Director provides supervision and evaluation.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in marketing, public relations, business or similar field related to fund development, public relations or business management. Three (3) years in fundraising/event planning and coordination. Outstanding, relevant experience of less than three years and/or proven successful experience with special events and fundraising; and proven connections and networking within the community may be considered. Madison County residency required. A valid Illinois Driver’s License is required.

The Development Specialist will excel at building and maintaining long-term relationships with the external community, possess excellent oral and written communication skills, and will anticipate the expectations and needs of donors.

TRAINING PLAN:

Frequency	Type	Hours
Annually	Attend local networking meetings sponsored by a local chamber or growth association or related group	8
Annually	Attend local/regional training related to fund development, marketing, or related strategy	8

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

I have read and understand the responsibilities of this job description.

Employee Signature

Date

Supervisor Signature

Date