

(Section 1)

Organizational Overview

Childcare Resources of Indian River is a leading nonprofit organization dedicated to excellence in early childhood education. Located in the beautiful area of Vero Beach, FL, Childcare Resources, first opened its doors 25 years ago, in 1994. Its mission, then and now, is to elevate and promote the highest quality early childhood development and education in Indian River County, focusing on economically challenged children and families. The vision of Childcare Resources is for all children and their families to benefit from a high-quality learning experience.

The Childcare Resources School, as well as the schools they contract with, are accredited through the National Association for the Education of Young Children (NAEYC). This means that they have low student-to-teacher ratios in every class; that they have educated and caring teachers; that they follow a curriculum which is both age and developmentally appropriate; and that they provide meaningful parent involvement opportunities. In short, it means that the Childcare Resources School is one of the best schools in Indian River County.

Through their dedication and hard work and the generosity of the community, Childcare Resources is proud and able to provide subsidized childcare for hardworking families who "fall through the cracks"... families that earn too much to qualify for state and federally subsidized care, but not enough to afford quality care on their own.

Childcare Resources and the Childcare Resources School are housed in a beautiful, modern facility, and care for children from 6 weeks old to 5 years of age, offering childcare and classes for all age groups in between. Childcare Resources currently has 102 children enrolled and a total staff of 34.

Position Summary

The Director of Development reports to the organization's Executive Director and is responsible for providing the leadership for all development efforts and for helping to build a culture of philanthropy throughout the organization. As Childcare Resources advances to the next level of excellence and achievement called for in its strategic plan, the development program must accordingly increase its ability to fund growth.

The Director will be charged with expanding the current program and reaching beyond the current core of donors to build a robust, diverse effort including annual, major, capital and legacy gifts. The successful candidate will not only be an out-the-door fundraiser but will be able to position others for success as well, including the Board and Executive Director.

Key Position Objectives

In addition to the daily responsibilities of this position, the Director of Development will be expected to plan for and accomplish the following:

Three Months

- Create moves management process/procedures for staff and BOD utilizing Network for Good database. Include activities such as: write briefings and proposals for prospect meetings; compile contact reports; track/plan donor and prospect moves and track donor activity in the Network for Good (NWFG) database.
- Identify major/planned gift prospects and create process to provide accurate monthly, quarterly, and annual reports to Childcare Resources (CCR) leadership on all major/planned gifts development activities.
- Be able to track donations and gifts received in NWFG. Ensure prompt and personalized acknowledgment of all gifts and pledges.
- Cultivate and maintain extensive knowledge about CCR and our annual programs, initiatives, and activities in order to present a compelling vision of CCR to existing and prospective donors.

Six Months

- Work with the ED to develop and refine strategies to increase individual giving for major/planned giving.
- Share responsibility for reaching annual fundraising goals. Manage a portfolio of major gift prospects: identify, cultivate, solicit, and steward donors to raise established revenue goals.
- Assist with identifying and securing support for major special event fundraisers, as needed.
- Create programming from conception through execution to cultivate and steward donors.
- Provide support for ED in working with the Development Committee of the Board, including preparing fundraising progress reports and facilitating and assisting volunteer leaders' involvement in the qualification, cultivation, and solicitation processes.

Position Responsibilities

- Implement a long-range development plan designed to secure the annual, major, capital and legacy gifts needed to fund the organization's strategic vision.
- Collaborate on all aspects of the development program including the grant writing process, special event planning and communications.
- Harness the success of the ***Better Beginnings Brighter Futures*** campaign by managing a cultivation and stewardship effort that engages key community leaders and philanthropists with Childhood Resources.
- Develop/maintain a highly collaborative relationship with the ED, by accompanying her on donor calls when appropriate, and for successfully deploying her into key donor visits and stewardship meetings.
- Work closely with the Board President and individual Board members to support them in fulfilling their fundraising tasks, accompanying them on donor visits and stewardship meetings when appropriate.
- Work closely with the Executive Director and volunteer leadership to assist and ensure that the development committee and Board function effectively in the areas of fund development and donor cultivation.

(Section 2)

Position Qualifications

- A minimum of 7 years of relevant, progressively responsible experience in fundraising.
- Experience with a growth-oriented, nonprofit and/or a child services organization.
- Experience with donor/constituent database management.
- Thorough knowledge of multiple donor solicitation/fundraising channels, with an emphasis on major gifts, planned/legacy giving and capital campaigns.
- Proven experience and success in directly soliciting and closing charitable gifts.
- Demonstrated experience in all areas of fund development including state, federal and private sector grants and sponsorships, and special event fundraising.

- Proven experience in working closely with and directing the efforts of the Board and relevant committees.
- Experienced and thoughtful in working with volunteers.
- Demonstrated success in community engagement at senior levels with the proven ability to impact corporate partnership relationships and effective community partnerships.
- Demonstrated initiative and the ability to work collaboratively in a team environment.
- Design and implement a system to record and monitor all fundraising activities and management activities.
- Membership and active participation in a professional fundraising association (i.e. AFP).
- Outstanding communicator, listener, networker and public speaker with a passion for the mission.
- Bachelor's Degree in a relevant field of study; professional certification (CFRE) is strongly preferred.

Cultural Compatibility

The ideal Director of Development candidate will demonstrate a commitment to and passion for working with such a special early childhood learning organization. They will share and support the mission, vision and values of Childcare Resources and be willing and able to adapt their personal and professional style as needed to integrate effectively as a key contributor to the ongoing growth and success of the organization. They will be a high-energy, positive thinking professional with a self-sustaining, individual motivation, a strong sense of purpose and a belief that they can make a difference. In addition, they will possess and demonstrate the following competencies and behaviors.

Professional Competencies

- **Problem Solving**

Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

- **Oral Communication**

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

- **Business Acumen**

Understands business implications of decisions; Displays orientation to profitability and financial management; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

- **Adaptability**

Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays/unexpected events.

- **Innovation and Mission**

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

- **Motivation, Passion and Commitment**

Puts success of mission as primary driver above own interests; displays passion, vision and commitment; inspires dedication to the mission and performance excellence in others.

For immediate confidential consideration please contact:

Sterling Search & Consulting has been selected by Childcare Resources of Indian River to conduct this search. Please send resume and cover letter including current and desired compensation to:

Mike Imperiale

Managing Partner

Office: 904 - 536 - 6666 | Email: Mike@SterlingSearchJax.com

NOTES:

Additional Salary Information: Limited relocation reimbursement is available. Excellent benefits program. Attractive locale and modern work environment.

About Sterling Search & Consulting

Sterling Search & Consulting, established in 1999, is based in Jacksonville, FL. We are a national retained search and consulting firm that specializes in working with nonprofit clients on their Leadership and Development hiring needs. We understand the financial constraints and time pressures that our nonprofit clients face and are committed to providing services that are flexible and affordably priced. We provide a 6-month unconditional guarantee for all hires. For more information please visit our website at: www.sterlingsearchjax.com or call us at: 904-536-6666.