



Congressional Coalition on Adoption Institute Director of Development Position

Position Title: Director of Development

FLSA Status: Exempt

Prepared Date: 6.1.18

Reports To: Executive Director

Are you a development professional with a passion for child welfare and a desire to impact social policy? The Congressional Coalition on Adoption Institute's (CCAI) unique reach to Members of Congress, celebrities and both the domestic and international child welfare communities makes it a small but influential organization for creating change on behalf of children in need of families. Individuals with strengths in philanthropy and developing relationships across a wide range of stakeholder groups will thrive in this position.

CCAI Mission Statement: The Congressional Coalition on Adoption Institute is a nonprofit, bipartisan organization dedicated to raising awareness about the millions of children around the world in need of permanent, safe, and loving homes and eliminating the barriers that hinder these children from realizing their basic right of a family.

Qualifications: The Director of Development will plan, develop and maintain a comprehensive annual and multi-year fundraising plan on behalf of CCAI to support the mission and vision established by the Board of Directors and Executive Director. The ideal candidate will be an engaging, energetic, creative and disciplined fundraiser with a proven record of securing major gifts and meeting ambitious fundraising goals. Specific qualifications include:

- Significant foundation, corporate and high-donor fundraising experience (Congressional fundraising experience a plus).
- Ability to lead strategies and manage fundraising and grant tasks, projects and reporting.
- Creating and executing a strategy for new revenue opportunities.
- Expertise in fundraising strategies, goals, communications and campaign development and implementation.
- Ability to establish and maintain effective working relationships and to work well in a team environment.
- Excellent interpersonal, oral and written communication skills.
- A self-starter with excellent follow through to initiate donor visits and fundraising calls.
- An ability to effectively interface with executive leadership, board members, celebrities, Members of Congress and other key stakeholders.
- Self-motivated with strong organizational and time-management skills and attention to detail.
- Proficient in the use of fundraising technology, tools and database software (eTapestry/Blackbaud knowledge a plus).
- Comfortable working in a fast paced, small office environment that is required to respond quickly to current events and the congressional calendar.
- Demonstrated resourcefulness in setting priorities, reaching goals with a commitment to evidence-based activities and reporting.

- Personal qualities of integrity, credibility and commitment to the mission.
- Knowledge and understanding of government relations a plus.

Summary of position and essential functions and responsibilities: The Director of Development's primary role is implementing CCAI's development strategy to facilitate and expand the Institute's support among corporate, foundation and individual donors. Working closely with the Executive Director and the Board of Directors, the Director of Development is responsible for the development and implementation of CCAI's short and long-term development strategies. This includes, but is not limited to: responsibility for researching, designing, cultivating, coordinating, and executing all development programs including grants, major gifts, corporate/foundation gifts, planned giving and special events. The Director of Development and Executive Director may share primary contact responsibilities for the large institutional donors, so excellent communication and collaboration is required and the Director of Development has responsibility for supporting the Executive Director and Board of Directors in performing this function and for initiating new opportunities.

Essential job functions:

- Oversee the implementation, management and monitoring of a comprehensive institutional advancement plan for CCAI. This role has significant hands-on responsibilities which require direct involvement in fund development, donor cultivation and recognition, preparation of donor correspondence, planning events and all other aspects of raising funds to meet organizational goals.
- Write high-quality grants and proposals according to specifications and ensuring a timely approach to gathering information from colleagues to meet deadlines.
- In collaboration with the Executive Director, develop, execute and manage the annual development plan to create momentum, increase awareness and improve the visibility of CCAI's programs across key stakeholder audiences; and track and evaluate the effectiveness of the plans and calibrate accordingly.
- Work in close collaboration with the Executive Director and the Board of Directors to identify and build relationships with corporations, foundations and individuals with an interest in supporting the work of CCAI.
- Oversee and manage the development of a messaging strategy that will assist CCAI leadership to cultivate and enhance meaningful relationships with targeted, high-level external audiences, including the media, policymakers, donors and key influencers.
- Establish and maintain a system of monitoring, recording and coordinating the various fundraising efforts throughout CCAI to enhance solicitation efforts, prevent duplication of solicitations and ensure successful stewardship and acknowledgement of donors.
- Develop and implement the use of standardized agency metrics and measurements to evaluate the success of various fundraising efforts, in coordination with the accounting staff.
- Oversee and/or contribute to the production of marketing materials and other branding opportunities including the writing and editing of materials (e.g., annual report, brochures).
- Support the development of annual budgets and expenditure budgets/forecasting.
- Coordinate on and assist in implementation of CCAI's social media strategy as related to CCAI's philanthropic goals, donors and annual development strategy.
- Oversee small event fundraising activities.
- Other duties as may be assigned by the Executive Director.

Workplace: The CCAI office can be described as a friendly, team atmosphere where staff members support each other when needed. Performing the duties of this job, the employee is likely to sit for long periods and to concentrate on work within short timeframes in the context of a moderately

noisy office. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate travel required.

Education and Experience: An undergraduate degree is required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications and job functions listed in this posting are representative of the knowledge, skill, and/or ability required. The Director of Development will be a mature leader with 3+ years' experience in fundraising and documented experience in a position of leadership and managing staff.

Hours of Work: This is a full-time position, and like most development positions, during various special events this position requires extended hours.

Salary: \$60,000-\$80,000, dependent on experience.

Benefits Include:

- Company paid health, dental and vision insurance
- Life insurance
- Option for parking spot or travel stipend
- Option for company phone or monthly stipend

To Apply: Send résumé and cover letter to:

Congressional Coalition on Adoption Institute
Attn: Carly Wortham
Operations Manager
311 Massachusetts Avenue NE
Washington, D.C. 20002
Email: carly@ccainstitute.org

Applications will be accepted on a rolling basis.

The Angels in Adoption® Program and Foster Youth Internship Program® are signature programs of the Congressional Coalition on Adoption Institute (CCAI). CCAI is a proud member of the National Adoption Day Coalition.

