



**Job Title:** Director of Development & Volunteer Services

**Program:** Administration

**Reports to:** Chief Executive Officer

**Objective:** Ensures the development, implementation, oversight, and evaluation of short-term and long-term financial development programs and strategies including annual and capital campaigns, fundraising events, direct mail, grant proposals, donor acquisitions and foundations on corporate entities. Creates annual fundraising and strategic donor plans. To plan, develop and direct the implementation of a Volunteer Service Program to include: project development, implementation, recruitment, recognition, documentation, scheduling and management for program volunteers.

**ESSENTIAL FUNCTIONS  
SUPERVISORY**

**RESPONSIBILITIES:** Agency Volunteers and Interns.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE;**

Bachelor's Degree in Social Services, Education, or other health related field and experience working with older adults required.

**COMMUNICATION**

**SKILLS:** Strong written and English oral skills and the ability to establish rapport required. Good documentation skills. Ability to motivate others towards achieving goals. Public speaking skills and the ability to network with the public required.

**REASONING ABILITY:** The ability to make sound decisions under pressure is required. This position works with confidential information and the ability to use sound judgment in regards

to this information and maintain confidentiality is required. Ability to work independently with a strong sense of focus is required as well as be task-oriented, non-judgmental with a clear sense of boundaries

**Position Summary:** Ensures the development, implementation, oversight, and evaluation of short-term and long-term financial development programs and strategies including annual and capital campaigns, fundraising events, direct mail, grant proposals, donor acquisition and planned giving to identify and secure new and continued funding from individuals, foundations, and corporate entities. Creates annual fundraising and strategic donor plans.

- Develops annual development budget and annual development plan with the Board Development Committee and CEO.
- Prepares monthly reports to evaluate goals, strategies and benchmarks reached to CEO and Board Development Committee.
- Prepares and distributes an annual report to CEO and Development Committee.
- Coordinates and implements major gift program, including research and cultivation of prospects, acquisitions and prepares solicitations with appropriate follow-up.
- Works with Board Development Committee and Management Team to ensure that solicitations of major prospective donors occurs.
- Educates staff on ACCA Fundraising activities and assigns staff participation and reviews expectations with them.
- Provide reports and training to the board as needed.
- Develop, implement and support fundraising programs specific to the Agencies strategic plan.
- Facilitate annual gift solicitations via mail such as Friends and online giving.
- Assist Admin team in grant applications to include AAA, ACC and United Way
- Research, coordinate, help write and submit grants that will build the financial health of the agency in collaboration with Management Team.
- Participates in Planned Giving workshops to learn and expand ACCA's Fundraising book of business.
- Ensures accurate and timely record-keeping, list maintenance and gift acknowledgement through the Abila Fundraising system.
- Works with ACCA Chief Marketing Director in developing all communication with regard to fundraising.
- Develops and maintains on-going contact with other community and social organizations in the community as the representative of ACCA when appropriate.
- Contributes to, and shares in, committee meetings, staff development and in-service training programs including Admin Team and Management Team.
- Oversees all community requests from staff with regard to donations, both in-kind and financial.

**Volunteers:**

- Coordinate with program staff the placement of interns and practicum students in supervised settings. Work cooperatively with the staff on the recruitment, placement, and training of volunteers, and ensure that all hours are submitted through proper channels.
- Support the recruitment of volunteers through speaking engagements, networking, and web site input and press and media outlets.
- Coordinate and collect annual data regarding ACCA volunteer time and service that will be reported at the Annual Meeting.
- Coordinate the development of formal and regular recognitions of volunteers and the organizations and individuals who have contributed to the support of ACCA programs. This will include working with the CEO in the recognition of contributing organizations at the Annual Meeting.
- Attend training programs and other appropriate meetings and conferences on volunteerism, and development and related topics of interest.
- Ensure that a volunteer vetting process is coordinated among programs and appropriate forms And files are maintained within programs.
- Required volunteer reports are submitted quarterly  
And annually as required by the CEO and Board of Directors, AAA and funding sources.

**General Duties:**

Work with ACCA Chief Marketing Officer for all communication with regard to fundraising. This would include website and mailed solicitations.

Represent ACCA on coordination and planning bodies related to job duties in the service area and region.

Provide assistance to ACCA administration and Board of Directors as needed.

Attend ACCA annual, staff and management meetings, staff development programs, and other appropriate training.

Complete all appropriate forms including time sheets, travel logs, annual leave.

Submit information for publication in ACCA Connections.

Ensure interaction and collaboration with other programs within the organization with regard to all agency related Development and Volunteer activities.

Accept other responsibilities as assigned by the ACCA Chief Executive Officer.

My signature below affirms that it has never been show by credible evidence that I have abused, neglected, sexually assaulted, exploited, or deprived any person, or to have subjected any person

to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application.

Received and Accepted: \_\_\_\_\_

Date \_\_\_\_\_