



Position Description Development Director

The Organization:

Liberty House is a private, nonprofit child abuse assessment center. Our mission is to coordinate multidisciplinary evaluation and intervention services for children for whom there are concerns of abuse and neglect. We serve up to 500 children and families each year, providing medical evaluations, child interviews and family support services. Other program activities include parent/ caregivers education groups, case consultation and community education. More information is available at www.libertyhousecenter.org.

Position Summary:

The Development Director is responsible for providing direction to, support for and implementation of the Liberty House development strategy. This position will advise, collaborate with, and coordinate the Board of Directors, Executive Director, and volunteers in completing development activities in congruence with the organization's mission and goals.

Basic Functions & Responsibilities:

- Direct planning and implementation of "Benevon¹" development strategy. Core elements include coordination of "Voices of Children" tours, individual follow up, and group informational and fundraising events.
- Cultivate relationships and connect supporters with the mission of our organization; be willing to make personal solicitations for contributions.
- Manage direct mail campaigns, track and report on outcomes.
- Organize and direct special events, in cooperation with the Board of Directors, Executive Director and volunteers.
- Coordinate and support efforts of the Board of Directors and Executive Director in cultivating donations, securing event sponsors and maintaining relationships with business partners.
- Seek out and support participation in new fundraising opportunities as appropriate.
- Research grants strategies and prepare grant applications and annual reports as required.
- Provide input into design, development and dissemination of communication materials in conjunction with the Executive Director.
- Manage agency newsletter.

¹ Liberty House utilizes a mission-based development approach titled Benevon. More information about this model can be located at www.benevon.com.

- Provide coordination of Liberty House Development Committee and the Chefs for Kids Planning Committee.
- Assess development training needs of organization regularly; plan for training as appropriate.
- Attend training and area professional association meetings related to development.
- Attend Liberty House staff meetings.

Qualifications:

The ideal candidate should be knowledgeable and passionate about the issues of child abuse and child sexual abuse as well as committed to mission centered and donor driven fundraising. The candidate will need to have strong written and verbal communication skills.

Education: Bachelor’s Degree in business, communication, liberal arts or related field, or equivalent experience.
Evidence of continuing professional education through conferences, seminars, and professional affiliations preferred. Certified Fund Raising Executive and/or “Benevon” experience welcomed but not required.

Experience: Minimum of two years progressively responsible experience in fund development, event and volunteer management, marketing and/or marketing communications is required, preferably in a non-profit setting.

Other Information:

- Applicants are encouraged to learn more about Liberty House. Please call to schedule a Voices of Children tour.
- Salary Range: \$40,000 to \$54,000 per year, medical insurance, retirement
- Position Available March 31, 2008
- A criminal background check will be completed on finalists.
- Liberty House is an equal opportunity employer.

To apply, please send Resume and Cover Letter to:

Gretchen Bennett
Executive Director
Liberty House
Phone: 503-540-0288
Fax: 503-540-0293
gbennett@libertyhousecenter.com
2685 4th St. NE
Salem, OR 97301