



JOB DESCRIPTION

Job Title: Community Development Director

**Program: Community Development and
Public Education**

Reports to: Executive Director

FLSA: Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended as a complete list of all responsibilities, duties and skills required of personnel so classified

SUMMARY:

The Community Development Director has primary responsibility for planning, scheduling, implementing and evaluating the coordination of planned giving program and other fundraising activities and membership services. These duties involve public relations, agency public education, agency events, and the promotion of agency programs and services, events planning and coordination, public appearances, participation in community activities and preparation of the annual report.

DUTIES AND RESPONSIBILITIES:

1. Designs and implements charitable giving program, including donor development.
2. Designs and implements fund raising strategies including writing grants, developing endowments, planned giving programs and other special projects.
3. Designs and implements an association membership campaign to increase community support of programs and services.
4. Plans and coordinates agency events.
5. Makes public appearances, schedules personal and staff appearances on media, participates in community activities for the purpose of promoting the organization and its services.
6. Prepares news releases and media materials designed to increase community awareness and understanding of association programs.
7. Promotes public education and awareness regarding the circumstances, interests and needs of individuals experiencing a disability and their families.
8. Plans, writes and edits newsletters, brochures, annual reports and other printed materials.
9. Promotes public involvement in association programs and activities through direct participation and/or contributions.
10. Contacts community businesses and groups and solicit special contributions.
11. Coordinates organization and implementation of internal public relations activities.

12. Develops and coordinates recognition programs for the Board of Directors and staff members.
13. Maintain donor and membership database.
14. Conducts tours and visits to facilities and programs for interested groups and individuals.
15. Organizes conferences and meetings in subject areas related to disability issues for staff and the public.
16. Assumes care for equipment and materials used in the public education program.
17. Attends training seminars, in-service sessions, workshops and staff meetings.
18. Coordinates local activities for state association on developmental disabilities.

MINIMUM EDUCATION AND EXPERIENCE:

1. Bachelor's Degree or equivalent training and experience in Public Relations, Fundraising, Charitable Giving or Marketing.
2. Minimum two years experience and knowledge of private non-profit or foundation fundraising activities.
3. Minimum two years experience in journalism, media, advertising, marketing or related field.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Demonstrated ability in successful event planning and fundraising experience. Demonstrated knowledge of public relation strategies. Demonstrated knowledge of public education programs and ability to implement program design. Demonstrated ability to make public presentations and appearances which promote agency objectives. Excellent writing skills and ability to communicate effectively. Demonstrated ability to work with a leadership team.

LICENSES/CERTIFICATIONS REQUIRED:

Alaska Driver's License

IMMUNIZATION REQUIRED:

Annual PPD Test

WORKING CONDITIONS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES:

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.

Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.

Driving: Minimum standards required by State Law (including license).

ENVIRONMENTAL CONDITIONS:

None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).

REVISED DATE: 10/02/01

4/11/02

08/30/2006 (Title change to Director of Development and Public Education)

2/11/08 (Title Change to Community Development Director)