



## Development Director

Reports to: Executive Director

FTE or Part-time flexible hours for the right candidate

The Development Director will support the organization's growth and sustainability by working closely with the Executive Director and Board of Directors to develop a long-term fundraising plan and secure funding. Children's House is a 501 (c) 3 non-profit organization.

Ideal candidates:

- Are passionate about our mission
- Are dedicated and ambitious
- Enjoy collaboration and building relationships

The Development Director demonstrates competency in:

- Communication and community outreach
- Development and fundraising
- Project management and special event planning

The Development Director will:

- Plan and execute fundraising and community events
- Develop the annual fundraising calendar
- Secure financial support from donors and foundations
- Develop ongoing relationships with supporters
- Create communication and marketing materials
- Manage social media accounts and website

- Work with volunteers on special projects
- Assure that the facility is welcoming to visitors and families
- Manage the donor database, data entry, and gift processing
- Assist the ED in developing the operating budget
- Assist the ED in identifying and writing grant proposals
- Manage grant reporting and timelines
- Assist the ED in preparing financial reports and communication with the board of directors

The Director of Development must have one of the following:

- A bachelor's degree or higher; or
- Five years of experience in non-profit development

Some of the wonderful benefits of being a part of the OICH family are:

- Competitive wages, benefits, and paid time off
- Paid professional development opportunities
- Supportive work environment

Orcas Island Children's House is an Equal Opportunity Employer. Employment contingent upon successful completion of a background investigation.

Resumes and cover letters should be emailed to [info@oich.org](mailto:info@oich.org).

Compensation is commensurate with experience and education.

We look forward to meeting you!