



JOB DESCRIPTION

POSITION: Director of Advancement and Development

(Full-time, Exempt)

LOCATION: Angola, New York (30 minutes from Buffalo, New York)

APPROVAL DATE: 5-21-21

AGENCY DESCRIPTION:

Nationally recognized and regionally celebrated, Cradle Beach is a non-profit charity founded in 1888 on the ideals of diversity and inclusion. We unite individuals and families, with a focus on empowering children with special needs and the underserved to become their best selves through life-changing experiences in a safe and inclusive environment. Friendship, belonging and enrichment promote confidence, skill-building, community and independence. Cradle Beach serves up to 1,200 children and adults year-round through our Summer Camp, Family Camp, Respite Program and Facility Rentals. Located directly on the beautiful shores of Lake Erie, our serene 66-acre campus provides a beautiful oasis for programming complete with woodlands, campfire ring, low-ropes course, paved nature trails, garden, athletic fields, heated accessible swimming pool, playground, accessible tree house, seasonal and climate-controlled cabins and spacious multi-use facilities including the Jim Kelly House, Geico Woodland Lodge, New Era Cap Performing Arts Center, Arts and Crafts, Infirmary and Sensory Building.

REPORTS TO: Chief Executive Officer

POSITION SUMMARY:

The Director of Advancement and Development plays a critical role in designing and implementing Cradle Beach's fundraising and resource development efforts, communications, corporate relations and brand ambassadorship. They provide leadership, strategic direction and boots on the ground tactical support to special events, fundraising efforts and philanthropic initiatives.

ESSENTIAL FUNCTIONS

Development

- Responsible for planning, implementing and evaluating a comprehensive Development Plan incorporating a range of strategies including annual appeals, grants, corporate and individual giving, major giving, legacy giving, special events and digital/social media
- Creates, manages and shares Development Dashboard tied to Development Plan with CEO, Advancement Committee and Board. Comes prepared with strategies to take advantage of opportunities and address deficits.
- Partner with CEO, Board of Directors and advancement team to cultivate, solicit and steward existing donors and new prospects
- Utilize best practices and ethical fundraising principles to promote a trusted culture of philanthropy
- Responsible for updating donor records and managing donor database including timely gift acknowledgements, stewardship & cultivation efforts, data mining and reporting and communication of activities
- Creates innovative partnerships, events and initiatives aligned with mission, strategic plan and budget
- Engages in positive working relationships with all Cradle Beach staff, departments and stakeholders
- Develops and strengthens relationships with individuals, corporations, government agencies and foundations
- Performs administrative (filing, copying, sorting, mailing) and other duties as required

Event Planning

- Responsible for creating new, effective special events and managing current agency events including engaging and supporting committee members, planning, promoting and execution, fulfill sponsor requirements, accurate and timely financial & event reporting

Grant Writing

- Assist in grant research, application, tracking and reporting- aligning agency priorities to opportunities
- Actively collaborates with grant writer and write grants as necessary

Corporate Relations and Communications

- Positively and enthusiastically represents organization publicly in tandem with Chief Executive Officer
- Creates and manages the development of content for social media platforms
- Creates and manages public relations, media and marketing communications including print and electronic appeals, newsletters, stewardship communication and informational materials in accordance with our brand

Leadership and Board of Trustees

- Hires, coaches, supervises, and evaluates Development Coordinator
- Provides strategic leadership to staff, administration and board to position the organization for the future
- Meets regularly with Trustees to cultivate and solicit corporate partnerships, major giving and new partners
- Coordinates and co-chairs Board Advancement Committee, preparing status updates regarding giving, stewardship, prospects, proposals and appeals

KEY COMPETENCIES

- Strategic thinker with an eye for detail
- Values continuous improvement
- Highly professional and adaptable communication skills (in-person, phone, written, or virtually)
- Ability to build rapport and trust with a wide range of stakeholders, including families, colleagues, volunteers, donors, alumni, committees and various constituencies
- Ease and effectiveness in public speaking to a variety of audiences
- Efficiency and results orientation while managing multiple projects with established deadlines
- Superior organization and project management skills
- Ability to identify, collect and interpret meaningful data to drive strategy
- Values and contributes to working in an enthusiastic, team-oriented and collaborative environment
- Recognizes the role of digital presence in relationship building and marketing strategy
- Possess an adaptable, open-minded work ethic to assist where and when needed
- High levels of creativity, accuracy and production with attention to detail
- Proven ability to establish objectives, set performance standards and motivate a team to achieve goals

QUALIFICATIONS

- Bachelor's Degree in related field
- 5 years of successful development experience
- Experience with children and/or individuals with special needs preferred
- Availability to work occasional non-traditional hours including evenings and weekends
- Computer skills including Microsoft Office, Excel, Power Point and donor management software
- Successful completion of all required human resource and background checks
- Valid NYS driver's license and reliable transportation

COMPENSATION & BENEFITS

As Director of Advancement and Development you'll enjoy the personally rewarding experience of being a part of the hope, joy and opportunity Cradle Beach offers children and their families. You'll receive compensation commensurate with experience and a comprehensive benefit package including but not limited to:

- Paid Time Off
- Paid Holidays
- Excellent Health Insurance coverage with generous employer contribution
- Dental Coverage
- Vision Coverage
- Health Reimbursement Account
- 401k with discretionary employer contribution

APPLY NOW

Cradle Beach is an Equal Opportunity Employer (EOE). We're invested in hiring and retaining a diverse staff that embody our core values of Inclusion, Integrity, Adaptability, Safety, Respect and Team.

Apply today, click here: [**Click here.**](#)

Look forward to meeting you!