



**SUNRISE CHILDREN'S SERVICES
JOB POSTING**

Location: *Metro Region*
Contact: *Karen Richardson*

Date Posted: *09/12/08*
Post Until: *09/26/08*

JOB TITLE: Regional Director for
Advancement

DIVISION: Marketing/
Advancement

REPORTS TO: VP of Marketing/Advancement **GRADE:** F (Exempt) **EEO: 2**

Effective Date: 03/24/2007

PRIMARY FUNCTION & PURPOSE: To plan and implement development activities for the agency.

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, **but are not limited** to the following:

- Consults with the Vice President, prepares plans and strategies for soliciting private support for the top Sunrise priorities, as identified by the President and the Board.
- Works with the Regional Administrators to identify needs for the region.
- Plans and implements special projects/in-kind gifts program.
- Researches, plans and implements the corporate/foundation grant program; identifies, cultivates gift solicitation efforts (including preparation of proposal) to support program goals.
- Works with the Vice President to identify, recruit, train and coordinate staff and volunteers who assist with fund-raising related to Sunrise priorities.
- Provide other development services as assigned.

QUALIFICATIONS:

- **Interpersonal Skills:** High degree of skill in nonverbal, oral and written communications; sophisticated ability to identify, define and explain complex business problems and the persuasion skills necessary to implement solutions to those problems.
- **Education:** Bachelor's degree preferred but may substitute with experience.
- **Experience:** Minimum of 4 years of experience in grant development and/or fund raising and/or related experience.
- **Skill:** Knowledge of an extensive body of policies, procedures and/or operations/programs requiring special knowledge developed from specialized training and extensive experience. Independent judgment is a critical element of jobs at this level.
- **Creativity:** Ability to generate imaginative work or develop new programs or ideas which affect complex, multiple tasks; ability to conceptualize the implementation thereof; and the management of staff and/or resources across work groups, programs and departments.
- **Responsibility:** Significant, and far reaching direct impact on quality and efficiency of services or operations of agency or revenues/expenses. Permitted to make decisions on

complex problems/issues subject to prior to approval only where major or critical issues are involved.

- **Supervision:** Supervises 1 - 2 staff persons.
- **Other:** Must be able to travel; ability to drive unassisted statewide as necessary is required.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.

The employee must possess the ability to speak clearly with good verbal skills and must be able to communicate over the telephone. The employee must be able to create and read correspondence.