



THE SOUTH ATLANTIC CENTER FOR VETERANS EDUCATION AND TRAINING, INC.

POSITION: DIRECTOR OF DEVELOPMENT

OPEN DATE: 1 DEC 2010

CLOSING DATE: OPEN UNTIL FILLED

FEDERAL CONTRACTOR: NO **TYPE OF BUSINESS:** NON-PROFIT

MAILING ADDRESS: P. O. BOX 5051, COLUMBUS, GEORGIA 31906

CONTACT PHONE #: 706-593-3393 **E-MAIL:** AHARRISON@GCVRET.ORG

JOB LOCATION: CUTHBERT, GEORGIA **PUBLIC TRANSPORTATION AVAILABLE:** NO

TESTING REQUIREMENTS: Drug , Alcohol, Background, Credit

EDUCATION: M.A., MS.,

TEMP – TO-PERM: **Work Hours:** 8

NUMBER OF OPENINGS AVAILABLE: 1

GENERAL RESPONSIBILITIES:

The Director of Development will manage development and fund raising activities with a concentration in grant writing, corporate/foundation relations and major gifts. Responsibilities include directing alumni activities, annual fund programs, nurturing long-term relationships between the community and friends; and partnering with staff to promote the message of the Center. Specific activities include conceptualization and management of special events, publications & marketing and donor activities.

DUTIES AND RESPONSIBILITIES:

1. Development/Fundraising.
2. Prepares and directs preparation of major proposals, grants, solicitation letters and other cultivation and information material for prospects and donors.
3. Serves as major gifts fundraiser, identifying, soliciting and stewarding major gift prospects.
4. Facilitating on behalf of the Board of Directors and the Executive Director annual work plans and a schedule of fund raising priorities, goals and objectives.
5. Supervision of Administrative Assistant's responsibilities for donor recognition, acknowledgments and data base management.
6. Researching questions and development of evaluation tool for new hires Providing training to students.
7. Managing the scheduling and arrangement of on-site and off-site meetings, luncheons, tours & visits.
8. Supervision of administration students.

Veteran preferred.

QUALIFICATIONS:

Degree from a four-year college in Accounting, Business Administration or related field. Master's degree preferred. 3-5 years experience working with not-for-profit organizations. Broad, general experience in personnel, office procedures, etc. Strong analytical skills. **Veteran preferred.**