

UNITED CEREBRAL PALSY ASSOCIATION OF SACRAMENTO, INC.
OF SACRAMENTO, YOLO, PLACER, EL DORADO AND NEVADA COUNTIES
191 LATHROP WAY, SUITE N
SACRAMENTO, CA 95815
Telephone 916-656-7700 FAX 916-656-7773

JOB DESCRIPTION

TITLE	Director of Development
REPORTS TO	Chief Executive Officer
POSITIONS SUPERVISED	Special Events Coordinator/Fundraising
HOURS	Full time, salaried, exempt
GENERAL DESCRIPTION	Responsible for increasing financial resources of agency through grants, proposals, special events, annual giving campaign and major donations; for enhancing the awareness and knowledge within the community of UCP clients and services.

QUALIFICATIONS

1. Bachelors degree and three years experience in grant writing, public relations, fundraising and or marketing
2. Excellent organizational, planning, written and verbal skills
3. Ability to relate effectively with a wide range of individuals and groups including professionals, the business community, UCP staff, clients and agency volunteers
4. Three years of volunteer experience may be substituted in lieu of paid employment

DUTIES

Develop and coordinate a strategic plan for fund development that meets the needs of the agency's short and long range service goals; research/develop major funding sources (companies/individuals); research/write foundation and corporation grants; assist in the development and implementation of public relations/marketing plans, including brochures and newsletters; assist in the development, implementation and coordination of annual giving, mail campaigns, telethon, special events, United Way and other fundraising activities; develop and coordinate volunteer participation; provide staff support to Development Committee.

UNITED CEREBRAL PALSY ASSOCIATION, INC. OF SACRAMENTO, YOLO, EL DORADO, PLACER AND NEVADA COUNTIES HIRES AND PROMOTES EMPLOYEES REGARDLESS OF RACE, COLOR, RELIGION, ANCESTRY, NATIONAL ORIGIN, AGE, GENDER, MARITAL STATUS, MEDICAL CONDITION OR PHYSICAL HANDICAP.

REVISED 4/06