

# Family Centre

Where Children Come First



## **FAMILY CENTRE** is seeking a **Development Director**

**Summary of Position:** The Development Director is primarily responsible for the oversight of a fund development strategy to be built in partnership with the Executive Director and the Fund Development Committee. This is a full-time position.

**Qualifications:** A Bachelor's degree in a related field; fund development or philanthropy experience with strong reporting and communication skills, or at least five years of experience in a project management role with a proven record of developing professional business relationships. Must have knowledge of Windows applications, and knowledge of Event Planning software is a plus. Strong networking skills are essential.

### **Major Duties and Responsibilities:**

#### Donor Development

- Coordinate and direct the implementation and tracking of all fund development strategies
- Maintain a schedule of regular communications with donors
- Oversight of the donor database and related activities
- Supervision of Development Officer and Fund Development Assistant to support all related activities

#### Events Management

- Oversight of all leads on event plan execution, including supervision of events management vendors to ensure that events are implemented successfully and reported on as planned
- Coordinate the administrative elements of event management, including the demands for participation from internal staff and FC Board members

#### Marketing

- Support the creation of an annual communications and marketing strategy

**Please respond by sending a letter of interest, resume, and 3 professional references by September 13 via e-mail to [executivedirector@tfc.prevention.bm](mailto:executivedirector@tfc.prevention.bm) or by fax to Executive Director, 441-236-0607**