

# Opportunity Development Director Job Description

## Our Organization

Opportunity Early Childhood Education & Family Center offers a comprehensive nationally accredited program of school readiness training, fine and performing arts, recreation, health and nutrition, social development and field trips. Each program is specifically designed to prepare our children to begin kindergarten on equal footing with their higher income classmates.

Opportunity is rated four stars by Charity Navigator, it is accredited by the National Accreditation Commission, has received the Gold Seal of School Excellence from the Florida Department of Children and Families and is a Strong Minds Network Provider through the Children's Services Council of Palm Beach County. Opportunity employs fully credentialed teachers who are required to pursue continuing education in early childhood development.

Since its founding in 1939 Opportunity has expanded its mission of offering low cost, quality preschool child care to include support services for families. We currently serve 96 children and their families. There are more than 300 children on the waiting list.

## Job Responsibilities

- Develop (forecast and evaluate the potential of fund-raising campaigns and activities), execute, and manage Opportunity's annual fundraising plan (including events, planned giving, and endowment)
- Secure financial support from individuals, foundations (grant writing), and corporations
- Manage the implementation of Donor Perfect
- Identify, cultivate, and maintain ongoing relationships with major donors
- Create and execute a strategy for a large sustained base of annual individual donors
- Oversee organization of special events
- Recruit and train volunteer fund-raising leadership
- Produce solicitation materials and train volunteer solicitors for fund-raising campaigns
- Develop and track proposals and reports for all foundation and corporate fundraising
- Stay current with advancements and changes that are pertinent to raising money within the community, to the organization's mission and programs, and to the development profession
- Work with Opportunity staff members to meet the mission and goals of the organization
- Other duties as directed by management and/or board

## Qualifications

- BA/BS required, MA/MS a plus
- Five+ years' experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- Knowledge of DonorPerfect, Outlook, and Microsoft Office
- Level II background screening clearance (must be initiated by Opportunity)

## Contact Information

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