Job title: Director of Development

Reports to: Abby McHugh-Grifa, RPCC Executive Director

Hours: Full-time, with some flexibility of scheduling

Salary range: $55,000-60,000/year

Job overview: The Director of Development will be responsible for building RPCC’s fundraising program and securing financial support from individuals, foundations, and corporations to achieve RPCC’s necessarily ambitious fundraising goals.

Responsibilities and duties:
- Implement RPCC’s current fund development plan and lead future planning processes;
- Train board and staff to support development efforts;
- Grow a major gifts program including identification, cultivation, and solicitation of major donors;
- Identify appropriate grant opportunities and apply for grants;
- Organize donor information and keep donor records up-to-date;
- Keep RPCC donors informed about RPCC’s current activities through the creation and distribution of appropriate print and online materials;
- Plan and execute annual giving campaigns;
- Organize donor cultivation and appreciation events;
- Ensure timely and accurate report deliveries to funders.

Qualifications: The successful candidate for this position will possess excellent written and oral communication skills. This person should embrace RPCC’s mission and have knowledge and experience in fundraising techniques, ideally including major gift fundraising. The Director of Development must have strong interpersonal skills to motivate staff, board members and other volunteers. A bachelor's degree or higher is preferred, as well as 5+ years of professional fundraising experience.

RPCC is an equal employment opportunity employer.

To apply: Please send a cover letter and resume to abby@rocpcc.org. Applications will be reviewed and processed as they are received, until the position is filled.