



**SUNRISE CHILDREN'S SERVICES
JOB POSTING**

Location: Northern Region
Contact: Dr. Smithwick

Date Posted: 01/07/10
Post Until: 01/21/10

JOB TITLE: Regional Advancement Director **DIVISION:** Marketing/Advancement

REPORTS TO: Chief Development Officer (CDO) **GRADE:** F (Exempt) **EEO: 2**

Effective Date: 12/30/09

PRIMARY FUNCTION & PURPOSE: To find prospects and cultivate them into active donors for Sunrise Children's Services (SCS).

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, **but are not limited** to the following:

- Become professionally familiar with the art of philanthropy through agency training and individual study.
- Develop and follow an individual fundraising budget.
- Develop and follow an individual fundraising plan approved by the CDO.
- Be a professional representative of SCS at all times.
- Cooperate with the overall marketing and communication efforts of SCS.
- Meet or exceed individual fundraising goal annually.
- Effectively complete other advancement duties as assigned by the CDO or president of SCS.

QUALIFICATIONS:

- **Interpersonal Skills:** Ability to relate naturally and warmly with people. Self-motivated. A passion for the mission of SCS and the skills to effectively communicate that passion both orally and in written formats. Organized and accountable. Professionalism in appearance, communications, and presentations.
- **Education:** Bachelor's degree preferred but may substitute with experience.
- **Experience:** Minimum of 2 years of experience in fundraising or related experience.
- **Skill:** Computer competent with the capacity to use or learn Microsoft Excel and Word and the ability to learn to use Blackbaud's Raiser's Edge. The personal confidence to ask donors for money or other assets to support Kentucky victimized children.
- **Creativity:** The ability to "think outside the box" and stretch personally beyond individual comfort levels to grow personally and professionally.
- **Responsibility:** To serve as an ambassador for SCS at all times, to be an honest employee of the highest integrity.
- **Supervision:** None
- **Other:** Must be able to travel; ability to drive unassisted statewide as necessary is required.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.

The employee must possess the ability to speak clearly with good verbal skills and must be able to communicate over the telephone. The employee must be able to create and read correspondence.