

Family Service Association of NEPA has an opening for a full time Development Director.

DEVELOPMENT DIRECTOR

QUALIFICATIONS: Bachelor's Degree required but will consider a minimum of five to seven years of progressively responsible development management experience in lieu of a degree. Marketing or Public Relations degree preferred with minimum three to five years of experience in the field of fund raising and development, to include administrative, community relations, and project coordination ability. Good interpersonal skills, and written and oral communication skills required. Community networking skills and public speaking skills required. Familiarity with personal computer word-processing, social media platforms and content development and databases required.

GENERAL DUTIES:

- a) The Development Director sets development goals; implements and coordinates an overall development budget with input from the Chief Executive Officer and, provides ongoing assessment and evaluation of the budget to meet budgetary goals in a timely manner.
- b) The Development Director is the key staff member in planning, and carrying out fund raising projects to support Family Service Association of NEPA. In that capacity, the Development Director will work directly with the Chief Executive Officer, the Board of Directors, Friends of Family Service, and the Directors and Managers to set and attain FSA of NEPA's annual fund raising goals.
- c) The Development Director will develop and write Foundation grants in collaboration with the Chief Executive Officer and maintain relationships with Foundation personnel.
- d) The Development Director will have effective public speaking, and writing skills. The Development Director develops and delivers presentations as well as letters, brochures, press releases, social media content and posts, and point papers in support of their primary role as the fundraiser for FSA of NEPA.
- e) The Development Director develops and implements new fund raising initiatives, and strategizes to revitalize and improve existing fund raising projects.
- f) The Development Director positively contributes to the image of FSA of NEPA and represents the Agency at a variety of outreach opportunities, including but not limited to, health fairs, expos, resource table opportunities, and press representation.
- g) The Development Director will establish and foster working relationships with local organizations, businesses, individuals and civic associations to develop donor contacts for major donor, corporate, or Planned Giving and Capital campaigns and promote the overall image of FSA of NEPA.
- h) The Development Director will broaden and deepen loyalty of existing stakeholders and expand the number of stakeholders to ready for a Capital and Legacy Society Campaign.
- i) The Development Director will establish and maintain a cohesive, consistent and informative social media campaign to promote FSA of NEPA and its events.

Interested individuals should submit a cover letter, indicating for which position you are applying, with salary requirements and resume to:

**Janyne Gurnari, PHR, Chief Operating Officer
FSA NEPA
31 West Market Street
Wilkes-Barre PA 18701
Fax: 570-602-3101
Email: jgurnari@fsanepa.org**

FSA NEPA is an equal opportunity employer.