

Mount Ararat Community Activity Center

JOB ANNOUNCEMENT

Position: **Development Director**

Classification: Full- Time—Exempt

To apply: Send resume' and cover letter to: MACAC @745 N. Negley Avenue, Pittsburgh, PA 15206 or email to info@macac-inc.org. No phone calls please.

Reports to: Executive Director

POSITION SUMMARY:

The Development Director will be responsible for the fundraising efforts within MACAC and should be passionate about MACAC's mission. The Development Director will have experience building relationships with people and organizations, and securing philanthropic support that will help fund MACAC's programs and projects.

RESPONSIBILITIES:

- Collaborate with Executive Director and Board of Directors to create and implement a fundraising plan.
- Write content to earn grants, new audiences, and better relationships with donors and other corporations.
- Cultivate new donor relationships while nurturing ongoing relationships.
- Obtain financial support from individual donors and organizations.
- Work with staff to gather necessary information and submit timely and accurate reports for grants.
- Create and maintain a database to track giving and correspondence.
- Manage fundraising and special events.
- Other duties as assigned

SPECIFICATIONS:

- Proven experience as a Development Director or similar role.
- Excellent written and verbal communication skills.
- Experience using fundraising software and tools.
- Excellent organizational, time management, and problem-solving skills.
- Ability to work well under pressure.
- Excellent interpersonal skills.
- Ability to lead and direct others.
- Excellent attention to detail.
- Proficient in Microsoft Office suite of products.
- Ability to maintain discretion and confidentiality.
- Event planning capabilities.

QUALIFICATIONS:

- Bachelor's Degree in Nonprofit Administration, Business Administration, Communications, or a similar field.
- Five years related experience.
- Child abuse, Criminal, NSOR, & FBI clearances.
- Two letters of reference.
- Valid Pennsylvania driver's license.

COMPENSATION/BENEFITS:

- Salary: Dependent on education and experience.
- Medical, Dental, Vision, Life, Short- & Long-Term Disability.