

## JOB POSTING

---

### **AFFORDABLE BUSINESS SOLUTIONS, LLC**

**Administration-175 Emery Highway, Macon, Georgia**

**Job Title:** Director of Development

**Location:** Bibb County

**Number of vacancies:** 1

**Recruitment Period:** 3/17/2014-until filled

**Annual Salary:** Salary commensurate with education and experience

Seeking experienced professional to plan, establish, and lead friend and fund development in support of nationally recognized provider of mental health, addictive disease and developmental disability services. This friend and fund development is the central focus of all public relations and marketing. Selected professional must be able to function with limited supervision and be proactive in securing resources to accomplish objectives.

#### **Duties & Responsibilities:**

1. Work closely with the Chief Executive Officer and other staff to independently design and implement a comprehensive friend and fund development plan including:
  - a. Ensure structured promotion of River Edge Behavioral Health Center (REBHC) and The River Edge Foundation (TREF)
  - b. Develop and manage the recruitment, training, recognition and retention of development volunteers.
  - c. Lead public relations efforts and events for TREF and REBHC including coordinating media and news releases and other public information activities.
  - d. Manage promotional and public relations efforts necessary to sustain development efforts.
  - e. Actively pursue speaking engagements for Chief Executive Officer and others to promote positive public relations and development opportunities.
  - f. Develop and manage all strategies and activities for individual and corporate donor identification, cultivation, solicitation and stewardship as well as any fundraising events.
  - g. Actively oversee the publication of organization external newsletters.
  - h. Lead and supervise appropriate development office staff growth over time.
  - i. Write grant proposals to appropriate Foundations in support of development campaigns.
  - j. Support the Chief Executive Officer in representing REBHC and TREF accomplishments and relationships to funders and other stakeholders.
2. Responsible for all development reports to governing boards and stakeholders.

## JOB POSTING

---

**Minimum Qualifications:** Bachelor's degree and proven experience in independent leadership position. Working knowledge of Microsoft Office especially Word, Excel, PowerPoint, Publisher. Ability to communicate effectively (written and verbal) in courteous, positive manner without external proofing. Strong and independent ability to organize work and prioritize tasks in a fast-paced work environment.

**Preferred Qualifications:** Experience with Raiser's Edge, Management of organizational website content, blog and social media presences in support of development activities. History of success with media relations, special events, annual and major gifts campaigns.

**Additional Information:** All applicants must submit a resume with cover letter including the job title and department you wish to apply for to: ABS, Human Resources, 175 Emery Highway, Macon, GA 31217 or you may fax your resume with cover letter to 478-751-3585.

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

**All applicants must pass a satisfactory background clearance and pre-employment drug test.**