



Human Resources – Job Description

Director, Development	
Department: Development and Marketing	Classification - Exempt
Reports to: VP, Development and Marketing	Salary: \$70K - \$80K Based on experience.
Revision Date: 02/13/24	Approved by: Human Resources

Organization Overview:

Quality Care for Children (QCC) is an Atlanta-based, 501(c)3 nonprofit organization that has been creating a system to equip families and child care providers with the knowledge and resources to nurture and educate Georgia’s infants and young children since 1979. We ensure children reach their full potential by helping:

- Child care programs increase quality and remain financially sound and sustainable by providing training, technical assistance, hands-on business coaching, meal reimbursements, and more; and
- Parents access quality child care so they can attend college or succeed in the workplace.

QCC maintains an operating budget of more than \$20M with approximately 15% being generated by foundation, corporate, and individual donations. The organization hosts one primary fundraising event each spring called, “The Early Start Breakfast”.

Job Summary:

The Director, Development works within a team of five and reports to the VP, Development and Marketing. The Director, Development must have the ability to think strategically and act tactically to develop, analyze, manage and execute all fundraising activities of Quality Care for Children, and to work with team members as well as staff across all departments.

Duties/Responsibilities:

- Manages day-to-day annual campaign activities – individual (\$10,000 or less), corporate and foundation solicitations – including prospect identification, cultivation and solicitation, and, in cooperation with the Director of Marketing, oversees campaign material creation and message development.
- Leads the identification, cultivation and solicitation of corporations as part of the organizations’ corporate partnership program. Corporate strategies include creating innovative corporate partnerships with a focus on non-traditional fundraising practices.
- Serves as “account manager” for key corporate and foundation relationships, to ensure benefit fulfillment and stewardship of donations.
- Creates and expands benefits for corporate partners (i.e. promotional events, special mailers, sponsor packages, etc.).
- Serves as project manager for QCC’s annual Early Start Breakfast (and any other fundraising events), supporting the design, organization and management of event details, including sponsorship, ticket sales, and program design, to generate funds and build awareness for QCC’s work impact.



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- Oversees the administration of the fundraising database, which is managed by the Development Associate, and ensure donor Prospect records are accurate and follow-up is complete.
- Provides ongoing direction and support to QCC staff on fundraising activities and conduct, as needed, orientation/information sessions to inform staff of fundraising tactics and gain input on prospective partners.
- Works closely with the organization’s Director, Marketing to ensure donor benefits are achieved and to generate stories about donor relations and/or key programs that have been funded.
- Stays informed and educated about the latest trends in philanthropy to continue to evolve and improve QCC’s fundraising programs.

Required Skills/Abilities:

The ideal candidate will come to this position with strong leadership and interpersonal skills, a proven background in successful fundraising and marketing, and an understanding and compassion for the mission of Quality Care for Children.

Individual characteristics include:

- Five-seven years of proven fundraising, marketing and community relations experience
- Energetic self-starter with a passion for the mission of QCC and a desire to become part of a stable and growing organization.
- Ability to work closely with staff and board to further the organizations’ mission and fundraising activities
- Excellent interpersonal and networking skills
- Proven track record of initiating, cultivating, and managing relationship with a variety of donors
- Excellent oral and written communication skills
- Strong budgeting and financial management skills
- Creative mindset with an ability to develop innovative yet practical opportunities for donor engagement with the organization.
- Highly organized with effective time management skills and ability to prioritize workload.
- A proven understanding of trends with the fundraising sector as well as knowledge of existing networks for sharing ideas and best practices in the field.
- Demonstration of a broad range of communications and project management skills
- Willingness to engage, learn, and grow continuously.

Work Environment:

This position will be located at QCC’s Atlanta office in Corporate Square, near I-85 and North Druid Hills Road and requires:

- Occasional driving
- Consistently standing for 2 hours or more
- Sitting at a computer for 3 hours or more at a time
- Bending, frequent use of hands, stooping and moderate lifting (25 pounds or more)
- Adaptability to noise level in the office, which may be high at times.



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Required education and experience:

Bachelor's degree

Other Duties:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Affirmative Action/EEO Statement:

It is the Quality Care for Children policy that we provide equal employment opportunities to all employees and do not discriminate based on age, race, ethnicity, national origin, religion, gender, sexual orientation, disability, medical history, and other non-merit characteristics.

Salary Range: Mid - range \$70K-based on experience.

To Apply

Please e-mail HR@qccga.org your resume and 1-page cover letter (list applied position in the e-mail's subject line). Please include your name when titling email attachments.

Resumes will be accepted until the position is filled. No phone calls please.