DATE OF NOTICE: June 17, 2019

JOB TITLE: Development Director
Full-Time Position

POSITION SUMMARY:
The Development Director is responsible and accountable for multiple aspects of fundraising, volunteer management and stewardship on behalf of Coastal Horizons Center. The responsibilities of this position include developing and managing an ongoing planned giving program, managing major special events fundraising, third party event assistance, direct ask fundraising and other related development events.

Reporting to the President & CEO, the Development Director works collaboratively with members of the corporation’s management team, board of trustees, Coastal Horizons Center staff, program volunteers and donors to exceed targeted development goals while improving existing events, managing event planning and logistics, building greater community awareness and growing overall support for the corporation's mission.

PROFESSIONAL REQUIREMENTS:
Bachelors degree required, Masters degree in planning, finance, or management preferred. A minimum of four years of previous demonstrated success is required, along with experience and knowledge of planned giving, annual giving, capital campaign management, foundation/corporate solicitations and campaigns, deferred giving, corporate communications and special events.

REQUIRED EXPERIENCE & QUALIFICATIONS:
• Ability to manage multiple projects working with deadline pressures
• Demonstrated experience presenting knowledge of organizational information, background, history and mission with individuals and groups
• Excellent interpersonal skills, as well as effective listening, verbal and written communication skills, including public speaking.
• Self starter, capable of working independently with minimal supervision.
• Previous experience working and partnering with community and business leaders throughout southeastern North Carolina in support of planned giving and annual giving programs

SALARY: Commensurate with education and experience. Coastal Horizons Center offers medical/dental/vision benefits, life insurance, long term disability insurance, 401K retirement savings plan, and paid time off programs.

PLEASE SEND RESUME & COVER LETTER TO: (NO PHONE CALLS PLEASE)
COASTAL HORIZONS CENTER, INC.
615 SHIPYARD BLVD.
WILMINGTON, NC 28412
ATTN: Development Director
Email: Jobs@coastalhorizons.org Fax: 910-790-0189