



## POSITION DESCRIPTION

**POSITION:** Director of Business Development/  
Fundraising

**REPORTS TO:** Chief of Impact and Engagement

**EMPLOYMENT STATUS:** Regular, Full Time

**DEPARTMENT:** Impact & Engagement

**WORK LOCATION:** Arlington, VA

Child Care Aware® of America is our nation's leading voice for child care. We work with more than 400 state and local Child Care Resource and Referral agencies to ensure that families in every community have access to quality, affordable child care.

### SUMMARY OF POSITION:

The Director of Business Development is a dynamic and creative fundraiser responsible for securing new income, developing relationships with major grantors and sponsors, and diversifying CCAoA's revenue sources. The Director of Business Development will be part of the leadership team and will work with the Executive Management Team to ensure income growth from multiple channels (individual gifts, Board support, grants, sponsorships, seasonal campaigns). Reports to the Chief of Impact & Engagement, and works closely with all levels of the organization.

### Position Duties and Responsibilities:

- Collaborate with Executive Director and Impact & Engagement Team to develop a fundraising strategy, timelines and goals.
- Create and execute business plan to exceed revenue goals and quotas specifically related to growth and new income sources.
- Create fundraising opportunities through various business development techniques including prospecting, targeted follow-up and new lead generation.
- Leverage existing revenue sources while continually generating new sources.
- Deliver organized, structured, and persuasive presentations, using effective written and verbal communication.
- Represent CCAoA at strategic events and actively engage in networking events and business development groups.
- Manage fiscal accountability, following CCAoA's strategic plan, including providing accurate monthly projections to Executive Management Team.
- Build relationships and accountability systems to ensure supporters are engaged and our mission is clearly articulated.
- Participate in the execution of major fundraising programs such as online giving, annual giving campaigns, and social media campaigns.
- Perform other duties or special projects as needed.

**Qualifications:**

- Bachelor's Degree required; advanced degree preferred in Business or related field. Knowledge of early childhood development and related health, education, and public service systems a plus.
- 10-plus years of professional related experience; demonstrated success in a development function in with responsibility for raising over \$2 million per year.
- Demonstrated success in creating and executing multi-level fundraising campaigns. Experience in writing successful grant proposals.
- Ability to construct, articulate, and implement a strategic development plan through a fundraising and communication lens.
- A similar experience baseline for communications as for fundraising.

**Knowledge, Skills and Abilities:**

- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside CCAoA.
- High energy and passion for CCAoA's mission is essential.
- A professional and resourceful style; the ability to take initiative, and to manage multiple tasks and projects at a time.
- Strong organizational and time management skills with exceptional attention to detail.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- Superior management skills; ability to influence and engage direct and indirect reports and peers.
- Stature, gravitas, and confidence to gain the credibility and respect of high-performing Board of Directors.
- Flexible, collaborative and proactive; a team leader who can positively and productively impact both strategic and tactical finance and fundraising, and administration initiatives.
- Exceptional written, oral, interpersonal and presentation skills and the ability to effectively interface with senior management, Board of Directors and staff.
- Creative and thoughtful on the utilization of new media technologies.

Please [click here](#) for more information about this and other opportunities within our organization.

Want to learn more about Child Care Aware of America? [Click Here](#).