



## **Development & Community Relations Director Job Posting – April 2026**

### **Position Summary:**

The development & community relations director is a pivotal leadership role responsible for planning, implementing, and managing all development and community relations efforts in support of the Memphis Child Advocacy Center mission. This position reports to the executive director. The development and community relations director will lead the development team, ensuring cohesive strategies and effective execution of fundraising and community relations initiatives. The ideal candidate will bring a collaborative leadership style, a track record of securing significant funding, and a passion for empowering children and families. The development & community relations director works closely with the executive director who serves as the Memphis CAC's chief fundraising strategist. The development & community relations director is an active member of the staff leadership team.

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### **Key Responsibilities**

#### **Strategic Leadership:**

- Develop and implement a comprehensive development strategy to meet annual and multi-year revenue goals.
- Collaborate with the executive director, board of directors, volunteers, and staff to align fundraising efforts with organizational priorities and programs.
- Lead the development team with vision, fostering an environment of accountability, transparency, creativity, and professional growth.

#### **Team Management:**

- Supervise and mentor the development team, including the development coordinator, special events & volunteer coordinator, and communications & grants manager (who supervises a part-time communications specialist).
- Set clear performance goals for team members and provide regular feedback, coaching, and professional development opportunities.
- Oversee the team's day-to-day operations, ensuring smooth execution of all development and community relations activities.

- Encourage cross-functional collaboration between the development team and other teams at the CAC.
- Foster a culture of trust and respect by modeling open, honest, and consistent communication.

### **Fundraising & Donor Relations:**

- Develop and oversee annual development plan that includes providing strategic vision, oversight, internal reporting, and execution to sustain and grow programs for:
  - Major Gifts
  - Annual Fund
  - Corporate Sponsorships
  - Private and Public Grants
  - Special Events
  - Planned Giving
- Ensure appropriate, personalized, and timely donor acknowledgements.
- Personally cultivate, solicit, and steward relationships with major donors, corporate sponsors, and foundation partners.
- Equip and prompt the executive director in the relationship management process for major gifts including prospect solicitation briefings and preparation for new and current donor meetings.
- Support the work of the communications & grants manager in the development of grant proposals and reports, ensuring compliance with funder requirements. Serve as a key member of the grants team, with a focus on relationships and stewardship.
- Help advance efforts to secure grant and contract funding from local and state public partners.
- Design and manage the monthly giving campaign and the Bearing Hope Society annual giving campaign, including donor meetings, direct mail, digital fundraising, and donor appeals.
- Lead efforts to grow the Always Alliance planned giving program, educating donors about long-term giving opportunities.
- Ensure consistent donor recognition, retention, and engagement through high-quality communications and stewardship practices, including the annual Valentine's donor recognition project.

### **Events & Campaigns:**

- Direct the special events & volunteer coordinator in the planning and execution of special events. This includes the annual Gala, Works of Heart art show and auction, and Bearing Hope Society reception as well as third party benefits and community outreach initiatives.

- Develop and manage fundraising campaigns, ensuring that revenue and participation goals are met.
- Work closely with team members to evaluate event outcomes and improve future initiatives.

**Communications:**

- Work closely with communications & grants manager and communications specialist. Provide oversight and consultation on agency external communications, including website, social media, email marketing, marketing materials, stewardship materials, case statements, and annual impact reports.

**Operational Oversight:**

- Create and manage the development budget, ensuring resources are allocated effectively and goals are achieved.
- Establish and maintain systems and procedures for tracking donor data, moves management, and fundraising metrics using CRM software (Bloomerang).
- Prepare and present regular development reports to the executive director and board of directors.
- Ensure compliance with ethical fundraising practices and confidentiality standards.

**Board Engagement:**

- Partner with the board of directors to strengthen their role in fundraising, stewardship, and community outreach.
- Serve as staff liaison to the Development Committee, assisting with strategy and goal setting.

**Community Engagement:**

- Build and maintain relationships with local businesses, civic organizations, and community leaders to expand sponsorships and visibility.
- Collaborate with prevention team on engaging corporate partners in Child Abuse Prevention Month activities, Stewards of Children training, and other prevention initiatives.
- Represent the organization at community events, serving as a passionate advocate for the mission and vision of the center.

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**Qualifications**

**Education & Experience:**

- Bachelor's degree in nonprofit management, business administration, communications, or a related field (master's preferred).

- Minimum of 5–7 years of progressive experience in nonprofit fundraising, including leadership roles.
- Proven ability to successfully manage a team and achieve ambitious revenue goals.
- Experience with diverse revenue streams, including individual giving, corporate sponsorships, grants, and planned giving.

**Skills & Abilities:**

- Strong leadership and team-building skills, with the ability to inspire and empower staff.
- Demonstrated success in developing and implementing comprehensive fundraising strategies.
- Exceptional interpersonal and communication skills, including public speaking and persuasive writing.
- Proficiency in donor management software and CRM systems (Bloomerang preferred). Knowledge of third party donation platforms such as Blackbaud, Benevity, Frontstream, and PayPal GivingFund, and POS systems preferred.
- Excellent organizational and project management abilities, with a focus on results.

**Personal Characteristics:**

- Passionate commitment to the mission of child advocacy and a belief in the power of philanthropy to create change.
- Collaborative and inclusive leadership style.
- Strategic thinker with the ability to anticipate challenges and seize opportunities.
- High level of integrity, professionalism, and discretion.

**Other:**

- Work hours are 8:30a to 5:00p with evenings and weekends as needed.
- Employees may request to work remotely up to one day of work per week. Flexible scheduling options may be accommodated, with supervisor approval.
- Must have reliable transportation and valid driver's license.
- Must be able to lift 40 lbs.
- Starting salary \$85,000 - \$90,000.

**Benefits:**

- Employer paid health, dental and vision insurance premiums
- Employer paid life and AD&D insurance
- Employer paid short term disability insurance

- Generous paid time off policy (6.85 hours accrue per pay period)
- 13 paid holidays plus floating holiday
- Paid parental leave
- 403(b) and 403(b) company match up to 3% after 1 year of employment
- Employee assistance program
- Financial support for professional development

**To Apply:**

- Send cover letter and resume to Virginia Stallworth, Executive Director, at [apply@MemphisCAC.org](mailto:apply@MemphisCAC.org). Subject: Development & Community Relations Director
- Applications will be accepted until May 1, 2026, or until a candidate is identified.

*The Memphis Child Advocacy Center works toward safety, healing, and justice for victimized children, and works to prevent child abuse from happening in the first place.*

*The Memphis Child Advocacy Center is an equal opportunity/equal access employer.*