



## **Position Announcement**

### **Central Outreach and Advocacy Center**

#### **Director of Development**

### **Organization**

The Central Outreach and Advocacy Center (OAC) was established as a nonprofit 501(c)(3) organization in 1997 as a means of continuing Central Presbyterian Church's history of service to people who are homeless or near homeless. Each year, over 10,000 men, women and children seek assistance from the OAC. In 2002, the OAC extended its mission to include public policy advocacy on behalf of those who are homeless or near homeless. For more information, please visit [www.centraloutreachandadvocacy.org](http://www.centraloutreachandadvocacy.org)

### **Mission Statement**

Compelled by faith in Jesus Christ and God's call to "do justice," the Central Outreach and Advocacy Center works in partnership with individuals and families to assist them to avoid or recover from homelessness and to advocate on their behalf.

### **Position**

Reporting to and working in partnership with the Executive Director, the Development Director will work full-time to spearhead development efforts as the OAC continues to grow. A new position in the organization, the Director will have the opportunity to build upon an established development function, giving special attention to cultivating individual and corporate donors. Projected start date is April 1, 2010.

### **Responsibilities**

- Develop and execute annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Develop and maintain ongoing relationships with major donors
- Support planning and execution of special events
- Develop and track proposals and reports for foundation and corporate fundraising

### **Qualifications**

- Proven management and leadership capabilities
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to prospect, cultivate, and manage new financial supporters
- Strong partnership-building skills
- Thorough understanding of all components of a diversified funding base
- Good computer skills and knowledge of data base programs
- High interest in serving with a faith-based organization and deep passion for serving homeless/near-homeless persons

### **Education**

Bachelor's Degree required, Master's Degree preferred

### **Compensation**

Low 40's with excellent benefits

### **To Apply**

Please send a letter of interest and resume to:

[developmentdirector@centraloutreachandadvocacy.org](mailto:developmentdirector@centraloutreachandadvocacy.org)

or to:

Development Director Search  
Central Outreach and Advocacy Center  
201 Washington Street, SW  
Atlanta, GA 30303