



## Development Director

### **THE ORGANIZATION | Access Dental Care**

Access Dental Care is a non-profit organization founded in 2000 to provide high-quality dental care to those with special health care needs. In addition to a primary mission to provide dental care, they also educate caregivers, medical professionals and dental professionals, provide a laboratory for special care dental research and advocate for policy change that supports better care for patients.

### **THE OPPORTUNITY | Development Director**

The Development Director is a newly created position that will work independently and will be responsible for creating a new philanthropy program from the ground up. The position will manage and implement all fundraising strategies, programs, and activities at Access Dental Care. The ideal candidate will have experience in all facets of development and possess strong organizational skills and the ability to work independently to establish an annual campaign, building toward a major gift program.

### **Core Job Responsibilities Include:**

- Establish a fundraising committee comprised of Board members, management and community leaders
- Build a new prospect database by identifying prospects with interest, inclination and capacity to support ADC and maintain its functionality as a constituent management tool enabling monthly tracking and the production of reports
- Develop a process for prospect identification and research, and create a donor cultivation program
- Collaborate with ADC leadership and advisory committees to support regional annual campaigns in the North Carolina communities where ADC is prominently active
- Solicit individual gifts, corporate grants/gifts, and planned gifts
- Oversee a grants program, including writing grant proposals, managing the grant calendar, tracking budgets and outcomes, and ensuring timely submission of reports
- Manage the branding, visual identity, and messaging consistency across all organizational materials, including the website's development section

- Skilled in collaborating with both the President and volunteers to effectively coordinate fundraising efforts

## **Skills and Knowledge**

### **Required:**

- Excellent personal, verbal and written communication skills
- Strong networking/fundraising skills and record of successful solicitations
- Experience in annual campaigns, donor stewardship, grant writing/management, and event management
- Customer service, communication and recordkeeping experience
- Ability to manage multiple projects while meeting deadlines
- Solid organizational, time management and project management skills
- Demonstrated strategic thinking and planning abilities

### **Preferred:**

- College or university degree in a relevant field
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint

### **Qualifications:**

- 2-3 years of comprehensive development experience
- Knowledge and use of Bloomerang, Microsoft Office, including Word and Excel required; PowerPoint preferred

### **Working Conditions:**

- Hybrid with flexibility on in-office days

### **Salary Range**

- \$70,000 - \$80,000

**[APPLY HERE](#)**

*Access Dental Care has engaged Capital Development Services (CapDev) to conduct a search for this position. Candidates are required to submit a cover letter and a resume. All materials will be kept confidential. Application materials will be reviewed as received. Additional inquiries may be directed to [search@capdev.com](mailto:search@capdev.com).*