



Assistant Development Director

Introduction

Abbott House is looking for an outgoing person to join the development team and raise awareness about our agency. The Assistant Development Director is responsible for donor recruitment and management, public relations, special events, volunteer coordination, and other tasks as assigned by the Development Director. Your goal will be to recruit and maintain supporters of our mission, as well as keep our agency connected with the community.

Wage Range Salary range is negotiable. A complete benefit package is included for full-time employees.

Qualifications

- A. Bachelor's degree or equivalent experience in marketing or development.
- B. Ability to work independently, take initiative, and meet deadlines.
- C. Ability to effectively relate to donors, constituents, agency staff, and the public. Must be able to maintain confidentiality and dedication to the mission of the agency.
- D. Must have strong oral and written communication skills and be proficient in Microsoft products.
- E. Experience in Raiser's Edge or other fundraising databases preferred. Previous experience in fundraising, donor management, and public relations preferred.

Responsibilities

- A. Capital and Annual Fund Donor Management
 - a. Possess a comprehensive understanding of the treatment and education programs of Abbott House and Bridges by Abbott House and communicate agency philosophy both internally and externally.
 - b. Manage donor development and acknowledgement for capital and annual gifts including following-up conversations, thank you calls and letters, and personal contacts.
 - c. Cultivation, solicitation, and communication with individual annual donors and prospects.
 - d. Prepare fundraising goals including annual, capital, and special event goals.
- B. Public Relations/Special Events
 - a. Coordinate and facilitate tours of foster homes and hosting of special groups.
 - b. Assist Development Director with design, presentation, and scheduling of education programs for various organizations.
 - c. Assist in planning and implementation of agency events, including banquets, cultivation events, donor recognition events, educational events, and others.
 - d. Provide ideas and subject matter for newsletter, newsletter, social media posts, and other marketing projects.
- C. Volunteer Coordination
 - a. Recruit, train, and track volunteers/volunteer groups.
 - b. Coordinate Bridges Buddies activities, tracking, and acknowledgements.
- D. Complete all other tasks assigned by the Development Director.

This position will be located in the Sioux Empire area. All interested applicants should submit a cover letter and resume/vitae to Virginia Wishard Lambert at vw Lambert@abbotthousesd.com.

Questions can be directed to Virginia by at 605-996-2486 ext. 120.