



Job Title	<i>Development Director</i>
Area/Department	<i>Executive/Administration</i>
Reports To	<i>Executive Director</i>
FLSA Status	<i>Exempt</i>
Last Revision Date	<i>1/15/26</i>
Approved By	<i>Executive Director</i>
Work Schedule & Location	<i>Min 40+ hours per week at ACH Campus; infrequent weekend events and travel required</i>

Organization

Founded in 1992, A Child's Haven has helped struggling children in the Upstate of South Carolina acquire the skills necessary to be successful in school and beyond for more than 30 years. Most children enrolled at ACH, a therapeutic childcare center, have been expelled from mainstream childcare settings, experienced trauma and live in low-wealth environments.

With revenues of \$3.5 to four million, A Child's Haven offers those we serve the life-changing, two-generational therapeutic services they need to thrive. To learn more about how A Child's Haven continues to be a vital resource for families in Greenville County and address the complex needs of children impacted by trauma, abuse, neglect, or poverty, please visit achildshaven.org.

Position Description

Working closely with the Executive Director, the Development Director will lead all fundraising efforts to sustain and grow the organization. The Development Director will successfully manage the direction of the development team and increase revenue by carefully cultivating key donor relationships and designing effective fundraising initiatives that increase engagement between donors and the organization. The successful candidate will be a strategic, relationship-driven leader with a collaborative spirit, demonstrated success in nonprofit fundraising and the ability to grow a prolific funding stream for the vital work of A Child's Haven.

Duties and Responsibilities

- Work with the Executive Director and development team to create and maintain an ongoing, robust donor stewardship program that proactively cultivates donors and focuses on building long-term relationships.

- Develop and implement personalized strategies to identify, cultivate, and solicit individual and corporate donors, with an eye toward donors with the capacity to give major gifts.
- Manage portfolio of major donors in concert with the development team and leverage external stakeholders to acquire resources that will aid in the advancement of ACH's mission.
- Conduct donor prospect research and create an ongoing major donor pipeline.
- Collaborate with the ED and development team to plan and execute fundraising campaigns and initiatives.
- Set clear revenue targets and adjust/strengthen the development program to meet or exceed the organization's annual budget.
- Research, identify and pursue new foundation, corporate, and government grant opportunities in concert with the development team and ED.
- Work with the development team to write, submit and track grant proposals and reports, ensuring compliance and submissions that represent the organization well.
- Build and strengthen relationships with foundation program officers and funders.
- Work with ACH's marketing and communications partner to develop communications materials that promote brand awareness and engagement and articulate giving opportunities, for the purpose of strengthening visibility among funding partners and the community.
- Work with the development team to plan and execute internal and external fundraising events and donor appreciation gatherings, aggressively pursuing and stewarding event sponsors.
- Accurately track and analyze campaign results to inform future strategies and initiatives.
- Represent the organization at community events and networking opportunities as needed; actively seeking out those opportunities that are most beneficial to ACH.
- Provide general oversight of ACH's contributed revenue activities and operations, and plan, monitor and review the success of activities, providing regular development reports to the ED.
- Ensure accurate and up-to-date donor and prospect records are maintained in the CRM database.
- Ensure prompt and appropriate donor recognition, stewardship touchpoints, and gift acknowledgements are executed in a professional manner.
- Execute special projects and carry out other duties as requested.

Qualifications- Knowledge, Skills, Abilities

- Strong relationship-building, communication and networking skills; skillful at building lasting relationships and stewarding a portfolio of contacts
- Ability to serve as an ambassador for A Child's Haven, publicly representing the organization and giving engaging presentations
- Ability to work strategically, collaboratively, and independently in a fast-paced environment
- Ability to identify and establish meaningful community partnerships to advance the mission
- Strong aptitude for verbal and written communication and making compelling presentations
- Experience and proven success with writing and submitting strategic grants
- High level of professionalism, integrity, diplomacy, and accountability

Special Position Requirements

- Must be willing to travel regionally and sometimes nationally
- Must be able to network effectively and cultivate relationships within the community
- Must be able to work in varied environments with various stakeholders
- Must be able to manage time effectively, prioritize and practice self awareness to effectively manage stress associated with the role
- Must be proficient in virtual applications, Microsoft Office Suite, Google Drive, DropBox, and multiple database platforms used in the organization (Talisma, Nest, Insperity)

Education and Experience

- Minimum of four-year bachelor's degree in Business, Marketing, Communications, Non-profit Administration; or related field
- 5-7+ years of progressive fundraising experience, ideally in a nonprofit or human services setting
- Proven track record of implementing effective fundraising strategies and meeting annual revenue goals
- Proficiency with donor CRM systems (i.e. DonorPerfect or Raiser's Edge)

Preferences

- Multiple Degrees and/or master's degree preferred
- Certified Fund Raising Executive (CFRE) certification preferred
- Volunteer Coordination experience

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Must be able to remain in a stationary position (e.g., sitting or standing) for extended periods, typically up to 50%–75% of the workday.
- Occasionally needs to move about inside the office to access file cabinets, office equipment, or attend meetings.
- Occasionally needs to move about the community.
- Constantly operates a computer and other office productivity machinery, such as copy machine and printer.
- Frequently communicates with coworkers, clients, visitors and donors. Must be able to exchange accurate information in these situations.
- Occasionally positions self to access low storage areas, such as filing cabinets or under desks.
- Must be able to visually assess documents and computer screens for extended periods.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Main Campus
- Community

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Citizenship Requirements

- Must be authorized to work in the United States. No sponsorship provided.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

By signing the attached, I agree that I have had the opportunity to read the above job description. Additionally, I have had the opportunity to ask any questions regarding the above job description. I understand and agree that I must be able to perform the essential functions of this job with or without an accommodation. I further understand that any requests for reasonable accommodation, as it applies to the above job description, must be submitted in writing to the Board of Directors.