

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Programs and Development Specialist
Program:	Administration
FLSA Class:	Non-Exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	n/a
Purpose of Position:	Develop and enhance revenue streams to support and advance the agency's programs and mission of serving the needs of children and families
Educational Requirements:	Relevant Bachelor's Degree – marketing, management, business administration or a related field
Experiential Requirements:	2+years relevant experience with development
Additional Training required:	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Provisional Employment period	6 months
Pre- employment requirements	Must pass drug screening and have acceptable background check

Capabilities/Skills:
<p>Able to organize, prioritize work effectively, be self-directed, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible, respectful and dependable.</p> <p>Able to apply critical thinking skills, use professional judgment and utilize strong decision-making skills</p> <p>Demonstrate proficiency in online and social media</p> <p>Possess and demonstrate excellent verbal, written communication and computer skills, including knowledge of tracking data and generating reports.</p> <p>Must have the ability to work flexible hours.</p> <p>Must be eligible to meet requirements of the WV STARS career pathway.</p>

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s) as needed or requested.

Possess ability to engage effectively with the public and community.

Provide direct/appropriate feedback.

Able to evaluate and/or prepare financial and statistical reports in a timely manner.

Ability to adapt, troubleshoot and present solutions in a fluid work environment.

Perform assignments efficiently and accurately with attention to detail.

Provide leadership in a productive team environment.

Demonstrate effective problem-solving skills.

Be a supportive and productive role model for agency and programs.

Demonstrate knowledge of how to research relevant resources

Embrace lifelong learning.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within programs and agency.

See the "big picture" of the agency

Follow all agency policies and procedures.

Keep Executive Director informed on all relevant matters.

Work effectively within a diverse environment.

Participate in monthly management team meetings and committee meetings as needed.

Travel and have access to dependable transportation and personal credit card.

Program

Develop and implement a plan to diversify revenue

Build and maintain community partnerships

Recruit and orient volunteers.

Provide ongoing, professional communication to community partners

Maintain professional relationships and positive rapport with community agencies.

Prepare and distribute materials to educate the community and others about programs

Actively coordinate/ administer and seek funding streams for RVCARES, SAC and Family Child Care Food Program and other programs of RVCDS in need of diverse funding streams.

Execute branding strategies

Plan and implement budgets with Director of Business and Finance; in order to seek development opportunities, prepare and submit monthly, quarterly, and/or annual reports as required

Manage all aspects of annual giving, including cultivating donors, identifying major gift opportunities and supporting capital campaigns

Stay informed of community activities and resources to benefit programs and projects of agency.

Submit all forms according to RVCDS policies and procedures.

Any other duties as assigned by the Executive Director.

Signature

Date