

MENTAL HEALTH ASSOCIATION OF ORANGE COUNTY

JOB DESCRIPTION

TITLE: **DIRECTOR OF DEVELOPMENT AND COMMUNITY EDUCATION**

SUMMARY:

Under the direction of the Chief Executive Officer, the Director of Development and Community Education is responsible for researching, soliciting and writing private and corporate grant proposals. Maintain calendar of grant application due dates and submit all required grant reports. Also responsible for, planning, developing and coordinating Annual Advocacy and Mental Health Conference events and representing the agency and mission in the community.

REPORTING RELATIONSHIPS:

This position reports to the Chief Executive Officer.

STATUS: Full-time, Exempt

DUTIES AND RESPONSIBILITIES:

1. Research, track and actively solicit private and corporate grant proposals to generate funds to fund and expand existing programs, staff and services for individuals struggling with mental illness, poverty and discrimination.
2. Solicit and coordinate individual donations and in-kind donations for agency programs and clients
3. Plan and execute annual Meeting of the Minds Mental Health Conference each spring. Secure sponsors to underwrite the event. Work collaboratively with planning committee members to determine workshop topics and secure speakers.
4. Plan and execute annual Community Service Awards Gala and Luncheon each February.
5. Assist with planning agency events, including annual holiday party and open houses.
6. Solicit sponsorships and underwriting for events, and in-kind donations of food and supplies for events and agency programs.
7. Responsible for representing agency at community events or finding other agency staff members to do so.
8. Meet with donors, prospective donors, and prospective volunteers to promote the agency and find ways they can support its work in the community.
9. Write and produce “annual ask” each November, and the annual report.
10. Track appropriately respond to and acknowledge all donations.
11. Design agency’s printed materials and arrange for printing, including brochures and staff business cards.
12. Write and distribute monthly agency e-newsletter.
13. Maintain agency website, Facebook page and other social media platforms.
14. Assist CEO and other senior staff with projects as requested.

QUALIFICATIONS:

1. Bachelor's degree in Marketing or related degree with at least 3 years' experience in non-profit fund development.
2. Strong working knowledge and proven track record in applying for and successfully receiving private and government grant awards.
3. Knowledge and experience in large community event planning.
4. Strong computer knowledge and proven skills in current on-line grant application procedures.
5. Strong written and verbal communication skills.
6. Self-motivated and can work independently with minimal supervision.
7. Passion for assisting individuals struggling with disabilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the Director of Development and Community Education is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hand and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear; and taste or smell. The Director of Development and Community Education must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Mental Health Association of Orange County is an equal opportunity employer. We encourage all qualified individuals to apply for open positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.