



Founded in 1970, Critchlow Adkins Children's Centers is a non-profit whose mission is to provide quality, financially accessible childcare in a nurturing, diverse, safe, and enriching environment in our preschool, before- and after-school, and summer camp programs.

We are seeking a full-time Development Director to join our team. The right candidate for this position is passionate and enthusiastic about our mission and has extensive knowledge of the various components of a well-rounded development program.

The Development Director will report directly to the Executive Director and is responsible for creating and implementing a strategic plan to raise vital funds in support of our mission.

Responsibilities Include:

- Collaborating with the Executive Director and Development Committee to create and implement a fundraising plan
- Building and stewarding donor relationships
- Soliciting partnerships from local businesses
- Managing fundraisers and other special events
- Developing a strategy to grow our endowment
- Grant writing and reporting
- Expanding our planned giving program
- Overseeing the creation of messaging and marketing materials

Requirements and Skills:

- Proven work experience as a Development Director or similar role particularly with:
 - Major donor programs
 - Endowment building
 - Capital campaigns
 - Grant writing
 - Planned Giving
- Superb written and verbal communication skills
- Experience working with fundraising software and tools
- Excellent organizational and time management skills
- The ability to complete tasks independently

Salary is commensurate with experience.

Benefits include health coverage, vacation and personal days, and free childcare.

Interested candidates should send their resume and cover letter to Critchlow Adkins Children's Centers, Attn: Cristy Morrell, 133 N Washington Street, Easton, MD 21601, or email to cmorrell@cacckids.org.