

FAYETTE COUNTY COMMUNITY ACTION AGENCY, INC.

JOB DESCRIPTION

TITLE: DIRECTOR OF DEVELOPMENT

REPORTS TO: DIRECTOR OF OPERATIONS

RESPONSIBILITIES:

- MANAGE DEVELOPMENT TEAM.
- COORDINATE, PREPARE AND ASSIGN THE WRITING OF PROPOSALS FOR NEW OR EXISTING PROGRAMS OR MODIFICATIONS.
- DEVELOP AND/OR MAINTAIN UP-TO-DATE STATISTICAL AND COMMUNITY DATA WHICH CAN BE USED TO ANALYZE COMMUNITY PROBLEMS/NEEDS FOR PLANNING OF PROGRAMS.
- MAINTAIN A TECHNICAL LIBRARY OF PUBLICATIONS, REPORTS, STATISTICAL INFORMATION, BULLETINS, REGULATIONS AND OTHER INFORMATION FOR DISTRIBUTION TO STAFF AND BOARD AND FOR UTILIZATION IN PROGRAM PLANNING ACTIVITIES.
- CONDUCT MONTHLY TEAM MEETINGS AND SUBMIT MINUTES.
- DEVELOP AND MONITOR YEARLY PUBLIC RELATIONS PLAN THROUGH COORDINATION WITH DEVELOPMENT TEAM, PROJECT MANAGERS AND OTHER APPROPRIATE STAFF.
- DEVELOP AND MONITOR DEVELOPMENT PLAN AND COMPLETE MONTHLY REPORT.
- COORDINATE THE RESEARCH OF NEW GRANT OPPORTUNITIES.
- ENSURE THAT PROCESSES ARE FOLLOWED.
- COORDINATE THE DEVELOPMENT AND UPDATING OF AGENCY RESOURCE MATERIAL.

AGREED TO BY INCUMBENT ON \_\_\_\_\_, \_\_\_\_\_

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SIGNATURE