

the canby center
el centro de canby



*In God's love, we renew dignity and
inspire learning for youth and families.*

The Canby Center is a unique organization making an extraordinary difference in the Canby community. Voted the Best Nonprofit in Canby four years running, we support people in discovering their value, renewing their dignity, and inspiring them toward a future filled with hope. We are a faith-based, Christ-centered, relational community.

Development at The Canby Center is characterized by positive relationships; effective communication; and active partnerships. We are growing to serve our community through an innovative and expanded 18,000 sq ft facility projected for completion in 2025. Steve Nelson, Director of Development who has served faithfully for seven years in his role is retiring in 2025.

We hope you will consider joining our team of compassionate servant leaders.

Director of Development Job Description







To apply, please submit a cover letter and resume to Employment@TheCanbyCenter.Org

Director of Development

Job Description

Position Title: Director of Development
Reports To: Executive Director
Classification: Full-Time, Salaried/Exempt
Compensation: \$80,000 to \$100,000 DOE
Benefits: HRA, IRA, Vacation, Sick, Cell Phone, Mileage, Tuition Reimbursement

Overview:

Rooted in God's love, the Director of Development ensures The Canby Center's resource needs are met by cultivating and stewarding relationships with transparency and care. This leader guides the Development Team in planning, executing, and evaluating all fundraising efforts.

Major Responsibilities:

Strategic Fundraising Leadership

- Oversee a multi-year strategic fundraising plan to engage and cultivate donors, driving optimal support for The Canby Center (TCC).
- Lead annual fund cultivation, solicitation, and acquisition activities.
- Cultivate relationships with top donors, fostering long-term partnerships.

Team Development and Leadership

- Recruit, train, and lead staff, board members, and volunteers to serve as effective advocates for TCC.
- Set development goals and objectives in alignment with TCC's Strategic Plan.
- Manage the Development Team to exceed performance expectations.

Budget and Strategy Management

- Collaborate with the Executive Director to plan and oversee the Development budget.
- Sustain a 12-month rolling calendar of all Development activities.
- Execute strategies to grow the annual fund while diversifying the donor base through major gifts, capital campaigns, and planned giving efforts.

Data and Recognition

- Oversee donor databases (e.g., Salesforce) and tracking systems (e.g., Giving Fuel, Databox).
- Enhance donor recognition programs, including "Friends of Canby."
- Monitor fundraising trends and adapt strategies accordingly.

Program-Specific Responsibilities:

Annual Fund

- Direct all aspects of a strategic annual fund, including direct mail, special events, and online solicitations.
- Oversee the production of materials for annual fund campaigns.
- Ensure communications to effectively convey TCC's mission while encouraging donor retention, growth, and acquisition.
- Lead stewardship efforts through written, phone, and in-person engagement.

Major Gifts Program

- Foster a pipeline of major gift prospects by identifying and cultivating potential high-value donors.
- Administer the major gifts program, including prospect identification, qualification, cultivation, solicitation, and stewardship.
- Execute strategies with a clear calendar for major gift activities to ensure consistent renewal of support.
- Strengthen communications with major donors, highlighting impact and expressing gratitude.

Capital Campaigns

- Plan and direct capital campaigns and other large fundraising drives.
- Recommend appropriate fundraising counsel for campaigns.
- Oversee feasibility studies and staffing recommendations to support campaigns effectively.

Planned Giving

- Expand TCC's planned giving program focusing on mutual benefit for donors and TCC.
- Segment deferred gift strategies, including bequests, annuities, trusts, and asset gifts.
- Cultivate our professional network of financial advisors, lawyers, and tax experts.
- Launch the "Thriving Legacy" group for donors committed to TCC planned gifts.

Minimum Education and Experience Requirements:

- Deep commitment to The Canby Center's mission: "In God's love, we renew dignity and inspire learning for youth and families."
- Organized, self-motivated servant leader with strong interpersonal skills.
- Bachelor's degree required.
- Minimum 2 years of experience in fundraising or equivalent sales experience.
- Proven ability to plan and execute fundraising events.
- Experience in grant writing is a plus.
- Strong project management skills, overseeing multiple projects and meeting deadlines
- Advanced written and oral communication skills.
- Proficiency in database systems, Microsoft Office, and Gmail.
- Adherence to the highest ethical standards, as outlined in TCC's Donor Bill of Rights.
- Commitment to confidentiality and discretion.
- Flexible schedule; occasional evening and weekend availability.

Work Environment and Physical Requirements:

- Standard office environment with some local travel.
- Valid Oregon driver's license required.
- Occasional lifting of up to 25 pounds.

Join The Canby Center in making a lasting impact through servant-hearted leadership and innovative resource development.

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a faith based nonprofit, and that employees, by the pattern of their lives serve as role models to our participants, the job descriptions for all employment positions at The Canby Center contain the following statements relating to required personal qualities.

General Employment Requirements

- The employee will have received Jesus Christ as his/her personal Savior, John 1: 12.
- The employee will be in agreement with The Canby Center's doctrinal statement, available upon request.
- The employee will believe that the Bible is God's Word and standard for faith and daily living, II Timothy 3:16-17.
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for morality and sexual conduct, I Timothy 4:12; Luke 6:40; Col. 3:17; Titus 2:7-8; I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in a community of Christian faith that affirms these beliefs/practices.