



YOUTH CENTER · PRESCHOOL · RECREATION CENTER

CARTER COMMUNITY BUILDING ASSOCIATION

1 Taylor Street, Lebanon, NH · (603) 448 - 6477

joinccbba.org · info@joinccbba.org

501(c)(3) Nonprofit

Development Director

The Carter Community Building Association (CCBA) is a nonprofit organization with over 100 years of history in Lebanon, NH. Serving people of all ages from the Upper Valley, the CCBA promotes physical and mental wellness via our fitness and recreation center, our Youth Drop-in Center, and our state-licensed preschool. We are seeking an experienced Development Director to contribute their enthusiasm and expertise to our ongoing mission of keeping our community healthy and active!

Development Director Job Responsibilities:

- Implement and execute annual fundraising plan to meet fundraising goals
- Prepare and present regular reports on progress towards fundraising goals
- Manage grant writing and identification of new grant opportunities
- Generate donor communications, newsletters, annual reports, and gift acknowledgements/letters
- Work with the Marketing Team in creation of print, digital, and social media content
- Network and maintain regular correspondence with donors
- Grow portfolio of donors via a thoughtful stewardship program

Development Director Qualifications/Skills:

- Applied understanding of fundraising principles and development best practices
- Strong prospect identification and qualification skills
- Excellent writing, editing, and proofreading ability
- Strong interpersonal, verbal communication, and presentation skills: Ability to work well both as a member of a team and independently
- Experience with online fundraising, email marketing, and internet research
- Strong organizational skills and attention to detail
- Self-starter: Ability to manage and prioritize work in a fast-paced environment
- Strong capacity to be self-reflective, commitment to personal and professional growth; Accountability in professional challenges
- Intellectual curiosity, creativity, and problem-solving skills
- Database and spreadsheet proficiency
- Working knowledge of Microsoft Office (Excel, Outlook)

Education and Experience Requirements:

- Bachelor's degree
- Minimum three years of fundraising experience, including grant writing
- Nonprofit experience preferred
- Previous consulting and/or project management experience a plus
- Proven record of accomplishment in meeting fundraising goals and securing major gifts

Work Hours & Benefits

This exempt position is full time, with the opportunity to work remotely 1-2 days/week, if desired. Work schedule is Monday - Friday with occasional weekend requirements based on event demand. This position qualifies for medical benefits, HSA, Vision/Dental credit, free fitness center membership, and paid time off. Compensation for this position is \$22-\$28 per hour.

How to Apply

The CCBA is based in Lebanon, New Hampshire. Under our COVID protocols, all employees and members are expected to be fully vaccinated.

To apply for this position, please submit an updated resume and a cover letter via email to Kerry Artman, Executive Director: kerry.artman@joinccbba.org