



# Job Vacancy – Development Director

Red Caboose Child Care Center, Inc.  
Starting early 2019

**OUR MISSION:** Red Caboose Child Care Center focuses on a commitment to diversity and inclusion. We provide excellent early childhood education, nutrition, and play-based learning for children in a nurturing, safe environment.

**POSITION:** Our center seeks a Director of Development who will be responsible for managing fundraising activities for the organization, including its capital campaign. The director will work closely with the Executive Director, the Board of Directors and Capital Campaign Council. This is a permanent position with current responsibilities ranging from 20-25 hours per week.

**COMPETENCIES:**

Must care about early childhood education, with a strong motivation to meet or exceed center’s fundraising goals. Personal and persuasive communication style with proven track record for success. Ability to project manage, work independently and as part of a team with various personalities and leadership styles. Clearly communicate via various methods, including public speaking and written materials.

**For more information**  
Contact Lisa Fiala, Executive Director at 256-1566  
Or [director@redcaboosedaycare.org](mailto:director@redcaboosedaycare.org)  
**Position open until filled**

Affirmative Action - Equal Opportunity Employer, Males & Minorities Encouraged to Apply

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**QUALIFICATIONS:**

- 2-3 years non-profit development work
- Bachelor's degree or equivalent
- Proven track record of working with diverse populations
- Ability to work irregular hours
- Strong computer skills and ability to learn new software
- Must be familiar with the city of Madison and its development challenges
- Wordpress skills preferred but not required

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Development

- Direct fundraising activities for staff and board on capital campaign and annual fund efforts
- Organize and implement fundraising, recognition and cultivation events
- Organize & implement stewardship plan
- Adhere to campaign timeline by supporting staff and board involvement and scheduling all activities
- Prepare board volunteers and cabinet members for all solicitations including providing prospect research, gift histories on donors and prospective donors, and packets of campaign information
- Provide follow up with all volunteers and donors as needed on gift requests
- Schedule and prepare for campaign cabinet meetings
- Prepare grant proposals and reports with assistance from staff
- Enter data into database and other data management systems as needed
- Receipt all gifts and pledges, maintain gift documentation, and track donor recognition
- Prepare queries and provide appropriate analytical reports for board and cabinet
- Produce mailing lists and labels; coordinate mailings with vendors

### Marketing

- Prepare and send campaign newsletters for donors and prospective donors
- Manage campaign marketing volunteers with development of digital and printed materials
- Design and prepare packet of campaign materials
- Update website to share consistent campaign information
- Take/oversee photographs for updates to donors, social media and website

### Administration

- Follow up on campaign and fundraising phone calls
- Coordinate mailings with volunteers, Red Caboose staff, and postal service
- Manage filing systems and other record keeping

*Other duties as assigned.*

Salary is commensurate with experience. A benefits package is offered.

Red Caboose is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

# Application for Employment

Development Director  
 Red Caboose Child Care Center, Inc  
 654 Williamson Street, Madison WI 53703

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE: Day \_\_\_\_\_

Evening \_\_\_\_\_

Email \_\_\_\_\_

**Instructions for interested candidates**

- Complete this application including questions
- Include a Cover Letter, Resume', along with three professional references
- Send Completed packet to:  
 Red Caboose Child Care Center, Inc  
 attn.: Lisa Fiala, Executive Director  
 654 Williamson Street, Madison, WI 53703

## EDUCATION &/OR TRAINING

High School	Name & location (state/province) of high school from which you graduated	Dates Attended	Date Graduated	Degree
College or University	Name & location (state/province) of college or university from which you graduated	Dates Attended	Date Graduated	Degree
Other	Name & location (state/province) of program attended	Dates Attended	Date Graduated	Degree

**PLEASE LIST YOUR CURRENT AND ALL RELEVANT EMPLOYMENT AND/OR VOLUNTEER EXPERIENCE.**

Name of employment and/or volunteer experience	Position	Dates there

**PLEASE ANSWER THE FOLLOWING ON A SEPARATE SHEET OF PAPER:**

1. What are three ideal characteristics of a five-star Developmental Director?
  
2. What are the top three priority job responsibilities of a Development Director?

I certify the information in this application is true, and I give Red Caboose permission to contact any of my references.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is requested for our Affirmative Action records. Submission of the information is voluntary: it will not be used in our decision to hire or promote. Failure to submit the information will not affect our decision to hire or promote.

Gender     Male  
               Female

Ethnicity    Hispanic or Latino  
               Not Hispanic or Latino

Race         White  
               Black  
               Asian  
               Pacific Islander  
               American Indian/ Alaskan Native

Age         \_\_\_\_\_

Disability    Do you have a disability  yes     no

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How did you hear about this position?

Indeed  
 AFP  
 UW Student Job Center  
 Edgewood Job Placement  
 MATC Job Placement  
 Friend/Family  
 Local Organization: \_\_\_\_\_  
 Other: \_\_\_\_\_