



Page Robbins Adult Day Center

**Position Title: Development Director**

**Reports To: Executive Director**

Full-time Position - 40 hours/week, Salaried, Exempt

Yearly Salary: \$60,000 - \$70,000 based on qualifications and experience

Page Robbins Adult Day Center is looking for a new Development Director to join our team. The **Development Director** leads all fundraising activities for Page Robbins Adult Day Center. Key responsibilities include major gifts, grant writing and management, donor stewardship and cultivation, donor appreciation and acknowledgement, corporate and community partnerships, fundraising operations, planned giving, and special campaigns.

Page Robbins funds operations through fundraising and has a small reserve account for emergencies. Our annual fundraising efforts allow us to keep Page Robbins debt-free, maintain our aging campus, and expand services, as needed. The annual fundraising budget is currently approximately \$800,000.

### **Responsibility Highlights**

- **Oversee all fundraising activities:**
  - Major gifts (\$5,000 and over)
  - Grant application/implementation/reporting
  - Direct mail campaigns
  - Digital fundraising
  - Corporate partnerships
  - Community partnerships
  - Giving Tuesday campaign
  - Honorarium and memorial gifts
  - Monthly donations
  - Planned giving and the Page Robbins Legacy Society
- **Develop short- and long-term fundraising strategy**
- **Cultivate relationships with prospective donors**
- **Create a plan for stewarding current donors at all giving levels**
- **Share appreciation and impact with supporters**
- **Support the fundraising efforts of the Executive Director and Board of Directors**
- **Recruit volunteers to expand fundraising efforts**
- **Collaborate with the Communications and Marketing Director for fundraising communications**
- **Assist the Communications and Marketing Director with fundraising events, including volunteer recruitment, fulfilling event budgets, soliciting in-kind donations, and soliciting and expanding sponsorships**

- Establish and manage fundraising operations, including managing the database (Bloomerang), entering donations and interactions, maintaining constituent records, donor acknowledgement, recognition, and tax receipts
- Manage expense budgets for fundraising
- Lead special campaigns for enhancements, reserves, and service expansion
- Attend monthly board meetings
- Develop and maintain relationships with community partners
- Be involved in community and professional organizations

### **The Ideal Candidate**

- Has a heart for the mission of Page Robbins Adult Day Center
- Proven experience with major gifts, grants, and planned giving
- Excellent interpersonal skills
- Excited to work hard to support and expand our mission
- Able to collaborate well with all stakeholders

### **Requirements**

- At least 5 years of experience in a fundraising role
- Bachelor's degree or relevant work experience
- Pass a fingerprint background check and drug screen

### **Compensation and Benefits**

Yearly Salary: \$60,000 - \$70,000 based on qualifications and experience

While Page Robbins does not offer health insurance, we do offer the following benefits:

- Stable, weekday work hours – no regular nights or weekends
- A flexible schedule, with option for 1 remote workday per week
- Option for a simple IRA with a 3% match
- 11 paid holidays and accrued Paid Time Off, based on tenure
- Short-term disability insurance and a small life insurance policy
- Free, chef-prepared daily breakfast and lunch at the Center
- Fun and positive work environment – therapy animals, senior prom, and dancing cornhole are just a few of the unique and uplifting things you'll find here!

### **About Page Robbins Adult Day Center**

Page Robbins Adult Day Center provides unique and uplifting weekday care for adults with memory loss, in a safe environment, while empowering and educating their caregivers and the community. We are located at 1961 S. Houston Levee Rd. in Collierville, TN. Memory loss is sad, but this is not a sad place. We have the Best Days Ever at Page Robbins! Page Robbins is open Monday to Friday, 7 am to 6 pm. Learn more at <https://pagemorobbins.org/>.

### **How to Apply**

Email your resume and a cover letter, explaining your desire to join our team and your salary requirement, to Ms. Herbie Krisle, Executive Director, at [herbie@pagemorobbins.org](mailto:herbie@pagemorobbins.org). **No drop-ins or in-person applications, and no phone calls please!**