

**Do you want to apply your skills to expand your own professional horizons?
Do you want to work in a dynamic field, with a creative and energetic team?
Do you want to be a pioneer in changing children's lives for the better?**

ANNOUNCEMENT

The Cedar Foundation is seeking a Development Director

The Cedar Foundation is a Bulgarian NGO established in 2005. We work on the forefront of social service reform by developing alternatives to institutional care for neglected children and young adults, with and without disabilities. We are headquartered in Sofia but also operate two field offices, and manage several social services. We are a small, dedicated, energetic team with a passion for seeing real, positive change occur in the lives of the children we serve.

The Cedar Foundation is hiring a Development Director, who will be tasked with redesigning and overseeing the implementation of our Fundraising and Public Relations strategy. We aim to bolster our long-term ability to deliver sustainable programs by diversifying and expanding our support base, increasing donations through strategic programs and events, and engaging the public more actively in our work.

This position includes management and budgeting functions and requires occasional travel. For more details please see below for a full job description.

The Cedar Foundation offers challenging work in a vibrant atmosphere with an international team, at a competitive salary and with many opportunities for professional development.

Required documents for application:

1. CV (in EU format, in English language)
2. Letter of motivation

Candidates for this position may send the above documents:

- By email to address: elena@cedarfoundation.org
- By regular post to address: The Cedar Foundation, 1404 Sofia, Bulgaria Blvd. No. 69, Infinity Tower Floor 4

Deadline for application: **06 February 2015**

Start date for position: March 2015
Position based in: Sofia, Bulgaria

Telephone for contact: **+359.882.552.290** or **+359.2.441.43.45**

The Cedar Foundation Development Director Job Description

Purpose

The primary role of the Cedar Foundation (CF) Development Director (DD) is to plan and manage targeted initiatives for sustaining and expanding funding for Cedar Foundation operations, and for maintaining the Foundation's favorable public image. He/she is responsible for developing and effectively implementing the Foundation's PR and Fundraising strategy, with the aim of diversifying funding sources, meeting annual fundraising quotas and increasing public awareness about the Foundation and its activities. He/she works to establish and foster strong, positive relationships with current and new supporters of the Foundation, thereby expanding fundraising potential. He/she oversees special events of the Foundation, for fundraising or communications purposes. The DD establishes effective working relationships with media and works with the Executive Director and the CF Team to help them effectively represent the Foundation to the public and relevant stakeholders. He/she produces text, speeches, presentations and press releases in order to ensure that the right message is portrayed to the appropriate audiences. He/She may take on additional projects and/or assignments as needed.

Requirements

The Cedar Foundation Development Director should hold the following qualifications:

- Demonstrates outstanding interpersonal, written and verbal communication skills;
- Is a talented strategic thinker, planner and manager.
- Has an established contact base in Bulgaria, to include potential donors or supporters of the Foundation.
- Demonstrates a high level of energy, creativity and initiative, an entrepreneurial work ethic, and the capacity to work independently when required;
- A proven track record in development and/or fundraising preferred;
- Is passionate about social justice and human rights and is skillful in drawing others to the cause;
- Fluency in the English and Bulgarian languages (written and oral);
- Has a strong sense of personal responsibility, with a strong moral compass and high ethical standards;
- Work experience in a multi-cultural setting and ability to work effectively within a team;
- Holds at least a Bachelor's degree in one of the social sciences, business or marketing;

Essential Functions and Responsibilities**1. Fundraising Responsibilities**

- 1.1. Develops and oversees the implementation of the Cedar Foundation Fundraising Strategy, ensuring that annual fundraising goals are met.
- 1.2. Expands CF Fundraising activities to diversify funding sources and programs available to donors.
- 1.3. Supports the Executive Director in his/her fundraising and development duties.
- 1.4. Establishes positive relationships with current local donors and funders, including and especially corporate donors, and actively recruits new supporters to expand this base.
- 1.5. Oversees the planning and execution of all Cedar Foundation fundraising events, with the support of the Public Relations Coordinator and other members of the CF Team.
- 1.6. Explores new and innovative events for raising funds for the Foundation, including at least one additional major fundraising event, and works with the Executive Director to develop and implement these practices within the framework of the Fundraising strategy.
- 1.7. Manages the follow-up and administration of incoming donations, and reports to the Executive Director and, when appropriate, CF Board of Directors on the status of fundraising activities.
- 1.8. Manages the Cedar Foundation Sponsor-a-Carer program.
- 1.9. Works closely with the Program and Policy Manager for the research and development of grant proposals where appropriate.

2. Public Relations and Communications Responsibilities

- 2.1. Develops and oversees the implementation of the Cedar Foundation Public Relations/Communications Strategy, ensuring that the Foundation establishes and maintains a positive public image.
- 2.2. Cultivates productive relationships with journalists, PR professionals, photographers, etc. in order to effectively implement the PR/Communications strategy and promote the Foundation's activities among public stakeholders.
- 2.3. Oversees the production of the CF Annual Report, the yearly film, and other publications or productions intended to promote the work of the Foundation.
- 2.4. Manages the planning and implementation of PR/Communications campaigns and maintenance of the CF Development database.
- 2.5. Oversees the upkeep of the CF website and social media forums.
- 2.6. Is proactive in the promotion of CF work in order to raise awareness of deinstitutionalization issues and the mission and the approach of the foundation.

3. Functions as a Cedar Foundation Representative

3.1. Co-represents The Cedar Foundation in business meetings and out-of-office functions.

4. Other Relevant Responsibilities

4.1. Works effectively within the CF systems for strategic planning, goal achievement, monitoring, evaluation and reporting on activities.

4.2. Manages fundraising and development activities within specified budgets; consults with the CF Executive Director on the development of annual budgets for relevant activities.

4.3. Demonstrate good work practice in time management, prioritizing, working relationships and resource management, ensuring effective communication is maintained between the CF Team and all partners and stakeholders.

Support and management

The Development Director is a key senior member of the CF Headquarters Team, who may have management responsibilities. He/she will work closely with the Executive Director in the development and implementation of the Foundation’s long- and short-term strategic goals, as well as with the Program and Policy Manager in overlying areas. He/she may be supported by a Public Relations Coordinator and, when appropriate, the CF Program and Volunteer Coordinator.

All Cedar Foundation staff should have a strong commitment to the CF mission to support deinstitutionalization and the development of alternatives to institutional care.

This Job Description may be reviewed as the work of the Cedar Foundation evolves. All changes will be made in consultation with the jobholder.

Date of Implementation: March 2015

Post based: Sofia

Signed by: date:
Development Director

Signed by: date:
Executive Director

