

Are you passionate about relationships? Do you enjoy networking, strategically planning, and working toward a “big picture” plan?

Join the team at Tri County Community Action as our Development Director!

We are looking for an experienced, relationship-driven professional to come on board and lead all fundraising and development strategies and efforts. You'll need a high degree of accountability, the ability to communicate effectively, a willingness to work with a diverse population, and a driving desire to make a difference in the lives of low-income families and individuals throughout all three counties.

Can you...

- Design and implement the development strategy
- Develop an annual department budget aligning with our strategic plan and needs
- Plan, execute, and evaluate all fundraising, marketing, community relations and partner outreach
- Be responsible for overall strategic and operational leadership to advance the development program
- Develop and implement the agency's message and content for PR, media releases, web and social media, grant applications, reports, and key community messages
- Manage media relations and marketing, including conducting interviews as needed
- Develop and keep relationships with major donors personally, or with Executive Director/ Board involvement
- Oversee department staff and dedicated volunteers
- Research, write, prepare, and submit grant proposals
- Prepare and track proposals / reports for all foundation and corporate fundraising
- Work with, and provide training to, donors, staff, board members, volunteers, and community members on our organization and the need for support

Do you have...

A Bachelor's degree with 5+ years experience along with demonstrated excellence in organizational leadership, fundraising, and communication skills. And a valid Pennsylvania driver's license, current insurance, and Act 33/34 and FBI clearances (upon offer of hire)

Then we want to hear from you!

Send us your resume and cover letter, along with either a hard copy portfolio (or a link) that includes writing samples to:

Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org

This role offers a starting salary of \$55,000 plus a generous benefits package

