



Director of Development Employment Opportunity

The Cat Fanciers' Association (CFA) is an international not-for-profit organization formed in 1906. CFA is dedicated to the promotion and welfare of pedigreed and non-pedigreed felines.

CFA is seeking a Director of Development. The Director of Development is responsible for planning, organizing and directing CFA corporate sponsorships and related trade shows and conferences. The Director of Development reports to the Executive Director and works closely with the Board of Directors and Marketing Team. Although CFA is headquartered in Alliance, Ohio, relocation is not required and this job may be done remotely.

JOB RESPONSIBILITIES

- Identify and meet with prospective and existing sponsors on a regular, ongoing basis to establish effective partnerships and expand the association's presence.
- Plan, coordinate, and attend all relevant and necessary meetings, conferences, trade shows and/or expos (minimum of 6 per year).
- Make public appearances/accept speaking engagements to share information about CFA with the community.
- Recognize, analyze, and monitor all new/current program opportunities.
- Provide recommendations on potential program strategies.
- Manage proposal process from start to finish, ensuring CFA standards and requirements are met.
- Oversee creation of proposals/publications to support sponsorship activities.
- Ensure all actions are completed at the end of all proposals.
- Create budgets and justifications and provide status reports on same.
- Maintain a tracking database for all programs.
- Coordinate regularly with Marketing Team and Executive Director.
- Demonstrate professional conduct and appearance always.
- Perform other related duties as requested.

QUALIFICATIONS

- Strategic thinking skills and sound judgment a must.
- Proven ability and willingness to make timely and solid decisions.

- Exceptional verbal and written communications skills. Must be accurate in all communications (verbal and written).
- Easily adapt to a variety of environments and willing to pitch in wherever and whenever necessary.
- Strong interpersonal and listening skills.
- Ability to interact with all levels of staff in a professional manner.
- Excellent organizational skills.
- Ability to manage deadlines, to manage others, if necessary, and to work independently.
- Comfortable working in a cross-cultural, geographically dispersed team environment.
- Able to work in sometimes difficult and challenging environments.
- Advanced knowledge of word processing and database maintenance. Graphic skills a plus.
- Self-starter and goal driven.
- Display positive attitude, show concern for people and community, demonstrate self-confidence.
- Marketing and/or sales background.
- Ability to travel.
- Broad understanding and current participation in CFA a plus.
- Able and willing to set up a CFA booth, to include lifting of up to 25 pound items.

EDUCATION

- Bachelor's degree and experience with securing and growing sponsorships.

POSITION TYPE & SALARY

Contract position, 40 hours per week, approximately 15-20% travel. \$800/week plus commission on new sponsorship dollars secured.

Resumes will be accepted until October 1. Send resume to Allene Tartaglia, CFA Executive Director, atartaglia@cfa.org.

CFA is an equal opportunity employer that values diversity at all levels. EOE/AA - Minorities/Females/Veterans/Individual with Disabilities.