

CCC JOB DESCRIPTION:

DIRECTOR OF DEVELOPMENT AND ADMINISTRATIVE OVERSIGHT (DDA)

We seek a skilled, successful and creative development professional who is also able to provide administrative oversight and work collaboratively with staff and volunteers in our small mental health agency. This person will serve as Co-Director and represent our mission: “transforming lives and healing relationships”

I. Hours and Benefits

- 30 hours per week to start
- More hours possible with demonstrated success and need
- Medical and retirement benefits

II. Salary

- Commensurate with skills and experience
- Possibility of increase with demonstrated success

III. Development Responsibilities: create sustainable funding for CCC operations

- THIS IS THE PRIMARY RESPONSIBILITY OF THIS POSITION
- Expand and cultivate base of major donors
- Research and execute all grants, maintain relationships
- Maintain and cultivate relationships with existing donors
- Create and execute fundraising events
- Cultivate community awareness and relationships with CCC
- Cultivate media awareness
- Oversee website and all donor communications

IV. Fiscal Responsibilities

- Perform accounting functions in conjunction with outside CPA
- Prepare draft annual budget, work with Finance Committee to finalize
- Serve on Finance Committee
- Prepare monthly reports for Finance Committee and Board
- Pay bills

V. Responsibilities to Board of Directors

- Communicate regularly about status and plans
- Organize monthly meetings
- Provide leadership and initiative to Board on fundraising
- Meet monthly and as needed with Executive Committee of Board
- Organize and lead Board Retreat

VI. Administrative Responsibilities and Skills

- Computer proficiency as needed
- Supervise administrative aspects of OM performance
- Work collaboratively with other staff to see that all needed tasks are accomplished
- Serve as liaison with St. Thomas Church

VII. Other duties as determined by Board

THE CENTER FOR COMMUNITY COUNSELING IS AN EQUAL OPPORTUNITY EMPLOYER.

Send resume, cover letter and letters of recommendation to:

Attn: Nancy Weisel, Clinical Director

Center for Community Counseling

1465 Coburg Road

Eugene, OR 97401

OR send via e-mail to: nancy@ccceugene.org