

The Arc is looking for a dynamic Marketing and Development Director to help promote and support some of the most exciting and well-established programs serving individuals with intellectual/developmental disabilities in the State of Kansas.

This is a full-time, salaried exempt position and serves on the management team of The Arc. The Marketing and Development Director is responsible for overseeing all of The Arc’s development efforts, including but not limited to special events, annual appeals, grant development, capitol campaigns and donor development and recognition. They will also oversee outreach and marketing efforts to reach new families, promote programming and events, reach the greater community and attract new donors

Candidates MUST have the following knowledge, skills and abilities:

* Professional, independent self-starter who takes on responsibility and has excellent attention to details
* Experience in fundraising, marketing, and or public relations.
* Strong organizational and multi-tasking skills
* Effective oral and written communication skills
* Basic knowledge of Microsoft Office, including Outlook, Word, Excel and Publisher
* *Experience with Donor databases and graphic design a plus*

Key areas of responsibility include:

* Identifies and develops potential donors, strengthens existing donor relationships, cultivates financial support for The Arc.
* Supervises the accurate maintenance of donor records in a database.
* Establishes and builds relationships with board and committee members to assure their participation in and support of agency projects and activities.
* Develops and implements appropriate direct mail campaigns that includes mid and year-end appeals. This includes creation of mail piece, tracking and appropriately thanking donors.
* Plans and implements major fundraising events annually to generate funding and increase awareness for the agency.
* Investigates grant opportunities, develops proposals and follows-up on required reporting
* Annually, develops a communications calendar tying all marketing and development needs for the following year. Utilizes calendar as a road map for accomplishing communications goals.
* Acts as liaison to outside entities visiting The Arc. Coordinates daily events, speakers, schedules, agenda, and participation of The Arc management staff.
* Gives tours of The Arc upon request
* Establishes and maintains communication with local media, including radio, television and print to promote the services of The Arc of Sedgwick County
* Develops press releases for The Arc’s events and programs as needed
* Provides necessary leadership and support to publish weekly Arc e-newsletter.
* Oversees The Arc’s webpage. Ensures information is accurate, current and eye catching.
* Updates social media highlighting Arc events and related community happenings.
* Creates annual report, program brochures and other brochures for The Arc as requested.
* Works with the Executive Director to plan and host annual meeting, including securing site, designing invitations and planning program.

Qualified applicants should send your resume and a cover letter to **The Arc of Sedgwick County, c/o Executive Director, 2919 West Second St, Wichita KS 67203 *by November 15, 2019***

To learn more about The Arc, visit: [www.Arc-SedgwickCounty.org](http://www.Arc-SedgwickCounty.org)