



## **Hiring Notice**

### **Prevent Child Abuse Kentucky**

Anticipated Starting Date: Spring 2023  
Position Open Until Filled

**All qualified applicants, including all federally protected classes of citizens, will receive consideration for employment.**

#### **Manager of Resource Development**

Help donors accomplish their philanthropic goals and ambitions through a relationship with Prevent Child Abuse Kentucky

#### **Primary Responsibilities**

- Coordinate the annual golf scramble and other events to grow agency resources
- Perform prospect identification and donor cultivation for sponsorship and participation of agency events
- Work as part of a team to manage donor and fundraising databases
- Work as part of a team to enhance donor outreach (existing and potential individuals, businesses, groups and associations) through new and existing strategies
- Secure in-kind donations of door prizes, silent auction items and services to the agency
- Serve as the primary contact for KY Employees Charitable Campaign (KECC) and Kappa Delta activities
- Increase community awareness by effectively representing PCAK's mission, vision, and values through presentations
- Maintain and develop effective and positive working relations with Board Members, and friends of the organization
- Maintain agency resource development records and reports
- Work as part of a team to ensure successful delivery of the annual **KIDS ARE WORTH IT!** Conference, Child Abuse Prevention Month, and other agency events
- Collaborate with external fundraising professionals
- Represent the agency on external committees, task forces and work groups as requested
- Other duties as agreed upon request

#### **Job Qualifications & Requirements**

- Commitment to diversity, equity, and inclusion
- Bachelor's Degree
- Demonstrated record of success and a minimum of two years resource development experience
- Creative self-starter with proven ability to take initiative, lead projects and meet deadlines
- Ability to work independently and in a team environment
- Proven ability to manage multiple tasks and respond quickly to new events and competing priorities while meeting deadlines
- Strong written and verbal communications skills with attention to detail
- Proficiency utilizing Microsoft 365

- Public speaking experience
- Desire to get out of the office and build external relationships
- Commitment to child abuse prevention
- Travel and some night/weekend work required
- Ability to lift and transport a minimum of 25 pounds
- Must have reliable transportation and a valid KY driver's license
- Must pass a criminal and child abuse/neglect background check

### Benefits & Compensation

- Full-time salaried position (37.5 hours work week)
- Salary range of \$40,000-\$53,000
- Health and dental insurance
- 401 (K) plan with employer contributions
- Generous holiday, sick leave and personal time off
- Prioritize work and home-life balance
- Professional development opportunities
- Personal office space and onsite parking
- Opportunity for your voice to be heard through collective decision-making
- Travel reimbursement

### To Apply

Prevent Child Abuse Kentucky seeks a dynamic, energetic, organized team player committed to making a difference in working to prevent child abuse and neglect in our Commonwealth through resource development. Interested applicants should provide a resume, and cover letter to be submitted by one of the methods outlined below. Examples of previous resource development successes may also be submitted but are not required.

#### ***No Phone Calls Please***

Via: The KY Nonprofit Network <https://tinyurl.com/MngRDPCAk>

Via: LinkedIn <https://tinyurl.com/MRDPCAk>

Via Email: Janna Estep Jordan at [jestepjordan@pcaky.org](mailto:jestepjordan@pcaky.org)

Via US Mail:

Prevent Child Abuse Kentucky  
Attn: Janna Estep Jordan  
2265 Harrodsburg Road, Suite 200  
Lexington, KY 40504

### About Us:

Prevent Child Abuse Kentucky is a 36-year non-profit agency based in Lexington, KY. Our team is comprised of seasoned and new staff who value diversity, integrity, and professionalism. We are known for the blue-and-silver pinwheels during Child Abuse Prevention Month, and our annual KIDS ARE WORTH IT! Conference-Kentucky's largest event focused on child abuse prevention education. We also train more than 3,500 people a year on how to prevent child abuse and neglect. We are a small, but mighty non-profit, with eight staff and a volunteer Board of Directors at 21 members. Please visit [www.pcaky.org](http://www.pcaky.org) for more information.