



CIRCLE OF PEACE INTERNATIONAL

Position Title: Director of Development, Circle of Peace International

Position summary:

The Director of Development is a member of the COPI Board of Directors. Besides the general responsibilities of a board member, he/she guides the fundraising efforts of the organization.

Responsibilities:

- Arrange for monthly meetings of the Fundraising Team and conduct meetings.
- Annually submit a Fundraising Plan to the Board of Directors.
- Work with the Leadership Development Team to recruit persons to assume leadership for activities approved by the board.
- Oversee planning to make sure each effort is successful.
- Make sure event planners have evaluations from previous events and all the information and supplies needed for their event.
- Meet with event planners and the COPI board to evaluate and learn from each event.
- Prepare and submit a monthly report to the Board of Directors.

Skills:

- Excellent communication skills, including the ability to communicate in person, in writing, by phone, by email and otherwise.
- Ability to work well with a variety of people; giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- Excellent Time Management - Manage one's own time and the time of others.

Attributes:

- Committed to the mission, vision and values of COPI and COPS.
- Ability to respond to requests within 48 hours.
- Residing in the Richmond, VA area.
- Previous experience working with a nonprofit a plus.
- At least a 12-month commitment is required.