



281 Sawyer Dr., Ste. 200
Durango, CO 81303
970.259.2464

JOB DESCRIPTION

**Position: Development Director
Assistant to the Executive Director**

Requirements: A B.A. in business management, non-profit management or a related field and at least five years experience. Knowledge of non-profit operations is preferable. This person should have visionary skills with the ability to design and implement programs and projects with detailed analysis. Job functions are performed in an environment that promotes individual autonomy and independence. This person must be fluid and accurate in written and verbal communication skills. Must have the ability to travel to our satellite office and meetings. Must operate efficiently office equipment including but not limited to telephone, cell phone, internet, emails, computers, fax and copy machines.

General Job Description: The Development and Design Director will assist the Executive Director in general management pursuits. This individual will be designing, implementing and managing special projects; representing the company through public relationships and marketing efforts using the marketing and promotion company team and expanding these efforts.

Reports To: The Executive Director

This person will work no more than 30 hours per week and may perform a majority of the work at a home office. This person will also be expected to travel to our corporate office in Durango, our satellite office in Cortez and other business related trips. Mileage will be reimbursed.

Responsibilities:

- Assists the Executive Director in general operations of the company.
- Assists with planning and development of residential and vocational options for the people we serve.
- Will develop special projects as assigned and as needed within the scope of the mission and financial obligations of Community Connections, Inc. (CCI).
- Will develop connections within the community's we serve by being an ambassador for our company and our mission - strong public relations.
- Development of business plans and projections will be needed to study the efficacy of projects.
- Must be fiscally minded of CCI's budget at all times and seek ways to both enhance our revenues and decrease expenses.
- Maintains familiarity and knowledge of standards and regulations applicable to Community Connections programs.
- Seeks grants and funds from foundations when needed.

GENERAL PERFORMANCE STANDARDS

1. **Dependability-** Can be relied upon to carry out both regular and extraordinary work assignments.
2. **Cooperation-**Willingness and ability to work with others.
3. **Organization-** Ability to manage time effectively and arrange work materials for most efficient use.
4. **Observation of working hours-**works within proper time frames
5. **Flexibility-** ability to meet changing and new situations and needs and able to adapt to new job assignments.
6. **Adherence to policies-**Follows organization and departmental policies and procedures.

7. **Loyalty**-Maintains allegiance to the work group and represent employer in a positive constructive manner.
8. **Communication**- Expresses thoughts clearly and concisely in written work and orally.
9. Must be able to handle multiple tasks or projects.

Note: A list of assignments and specific duties is not included as an addendum to this job description. The addendum may also identify assignment specific job requirements/specifications.

Nothing in this job description restricts the ability of Community Connections, Inc. Board of Directors to assign, reassign or eliminate duties and responsibilities of this job at any time. This job description does not create a contract of employment. Employment with Community Connections is At-Will and may be terminated at any time by Community Connections or the employee without cause of notice.

I have read this job description and understand that it is my responsibility to perform the duties listed as well as attend in-service trainings. I recognize my obligation to perform my duties in accordance with Community Connections, Inc. policies and procedures. I further recognize the Community Connections, Inc. requires that I respect client rights, maintain client confidentiality and report client abuse. I understand that the above job description is not inclusive and may change over time.