

POSITION OPENING

12/14/2009

POSITION TITLE: Director of Development and Marketing for Northeast and Central PA

LOCATION: Scranton School for Deaf and HOH Children – Scranton, PA

REPORTS TO: Superintendent

JOB

DESCRIPTION: This is an exempt, full-time position. The Director of Development is responsible for all cultivation and fundraising activities conducted on behalf of the Scranton School for Deaf and HOH Children, including day-to-day planning and management of individual campaigns, special events, capital campaigns, major gifts, grantsmanship, gift solicitation and planned giving. The Director of Development is also responsible for donor communications and external networking designed to enhance public support of SSDHHC.

MINIMUM

QUALIFICATIONS: Bachelor's degree required. CFRE credentials highly desirable. 3-5 years of development experience. Experience working in an educational environment. Experience with or knowledge of deafness and deaf education preferred but not required. A proven track record in fundraising, with particular emphasis in grant writing, donor solicitation and planned giving. Excellent writing and communications skills. Computer literacy especially in database management and knowledge of fundraising software.

Sign language skills of applicants will be rated using the Sign Communication Proficiency Interview (SCPI). The SCPI level for this position is "Intermediate." The minimum level accepted at hire is "No Functional Skills."

FBI clearance, PA 151 and Act 34 clearances are required.

SALARY: Dependent upon skills and experience; with full benefits including membership in the State's teacher retirement system, medical, dental, and vision benefits, and life insurance.

DEADLINE TO

APPLY: Until Filled

STARTING DATE: ASAP

APPLICATION **PROCEDURE:**

Send letter of application and resume to:
Helen Shirey, Director of Human Resources
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218

The Scranton School for Deaf and Hard of Hearing Children does not to discriminate in its programs of education, employment, and all other activities on the basis of race, color, national origin, ancestry, sex, age, religion, disability, or sexual preference.