



The Arc of Cumberland & Perry Counties  
71 Ashland Avenue  
Carlisle, PA 17013  
(717) 249-2611

## **Director of Development**

The Arc of Cumberland & Perry Counties (CPARC) is seeking a full time Community Developer to work out of our administrative office located in Carlisle. CPARC is a non-profit, human services agency that provides support, training, and opportunities to people with intellectual disabilities and their families.

The Community Developer coordinates all fundraising and development for CPARC. The Community Developer cultivates corporate relationships and community support for fundraising, in kind donations and potential volunteers. Works with staff on grants to fund equipment, services or programs. Coordinates and solicits endowments, bequests, gift annuities and major gift giving. The Community Developer will assist in the creation and implementation of the CPARC Foundation. Represents CPARC at various public events and functions and supervises public relations activities.

## **Qualifications**

Bachelor's degree and/or three years of progressive experience in development, fundraising and public relations work required. The ideal candidate will be energetic with a dynamic and outgoing personality. Knowledge of non-profit businesses and the tri-county area is helpful. Must have excellent writing skills and be proficient with computers and the use of software including Microsoft Office, Access database and desktop publishing.

## **Benefits**

Starting salary is \$44,626.00 per year. CPARC offers an excellent paid benefits package which includes health, dental, and vision insurance, three weeks of vacation during your first year of employment, life insurance, long term disability, and a retirement plan.

All interested candidates must submit an online application  
<https://cparc.applicantpro.com>

**EOE AA M/F/Vet/Disability**