

SAMPLE CAD

At Best Child Development (ABCD) Partnership will hire a full-time Director of Advancement that will develop and implement an advancement plan to achieve the fundraising goals of ACME Non-Profit of Forsyth County. Activities may include: coordination of financial campaigns (annual giving, major gifts, corporate and foundation donations, endowment drives, etc.); coordination and planning of annual meeting; grant writing; management and maintenance of donor software; management of social media ; identifying, qualifying, and meeting with potential donors; ongoing stewardship of established donors; participation in networking events; preparation of donor reports; production of fundraising materials; production of newsletters; recruitment and training of community volunteers. Funds will also support the cost of travel, meetings and professional development associated with this position.

Questions to consider:

- What service will be provided?
- Who will receive the service
- What staff will Smart Start fund?
- How will the service be delivered?

In addition, the summary must be:

- Limited to 200 words or less in length
- Spell out acronyms and abbreviations when first used
- Be written in paragraph form (no bullets or numbered lists)