



JOB OPENING

Troup County Government

Position: Development Director	Department: Circles of Troup County	Salary: \$19.50/Hr
--	---	------------------------------

Circles is a community based initiative that creates relationships across class and race lines matching people of low income with middle or upper income volunteer Allies.

Qualifications/ Knowledge:

- ⇒ A current valid driver's license
- ⇒ College degree in Human Services or related field; Minimum of 2 years of experience in fundraising/development
- ⇒ Experience working with low-income people
- ⇒ Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with Circles participants, volunteers, co-workers and supervisor
- ⇒ Provide confidentiality of services that relate to both written and verbal communication
- ⇒ Knowledge of healthy financial management
- ⇒ Ability to develop a supportive, empowering culture for diverse members of the Circles community
- ⇒ Ability to write and speak passionately about ending poverty
- ⇒ Treat people in a respectful and courteous manner at all times
- ⇒ Must be able to prioritize multiple projects and tasks and possess strong organizational skills
- ⇒ Knowledge of computers, development software and other job-related programs
- ⇒ Must be able to maintain a flexible schedule that meets the needs of program participants
- ⇒ Consistent work attendance, including weekly Thursday evening meetings year-round
- ⇒ Excellent communication skills including writing and social media

Essential Duties and Responsibilities:

- ⇒ Plans and executes fundraising events for Circles of Troup County
- ⇒ Recruits, organizes, and trains volunteers for events and projects
- ⇒ Recruits and manage volunteer schedule for weekly events
- ⇒ Maintains volunteer data including hours served
- ⇒ Communicates the vision to the community including writing, speaking and social media
- ⇒ Develops and maintains volunteer relations
- ⇒ Works with partner agencies to complete collaborative events and projects
- ⇒ Provides grant writing skills and information/research for grants to fund projects
- ⇒ Maintains data for grant reporting and internal evaluations
- ⇒ Works with staff and volunteers
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until 03/04/2025 on Troup County's website @ www.troupcountyga.gov

Job #: 02262025 Development Director

PT

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace

02/26/2025