



JOB DESCRIPTION

JOB TITLE: Director of Development **REPORTS TO:** VP Funds Development

DEPARTMENT: Foundation **FLSA STATUS:** Exempt

JOB SUMMARY:

The Director of Development provides assistance to the Vice President for the design, implementation, and ongoing operation of the Fund Development Program. The major goal is to cultivate donor and prospective donor relationships, achieve ongoing philanthropic support for the Foundation and Benevolent Fund and build constituency with a main emphasis for the Homewood at Hanover and Homewood at Frederick campuses while supporting fundraising efforts throughout the entire Homewood system.

ESSENTIAL FUNCTIONS:

1. Treats all information about donors, residents, and their condition, and family as well as personnel matters as confidential information.
2. Complies with established Corporate and Departmental policies and procedures, and maintains established standards and practices.
3. Works with the Vice President to develop and execute the Homewood Foundation's annual fundraising plan.
4. Maintains a portfolio of 75 to 100 donors and prospects and will personally cultivate, solicit, and steward them for gifts.
5. In partnership with the Vice President, develops and maintains relationships with major donor prospects and George Pearson Society Members.
6. Works with the Vice President to move donors from annual giving status (up to \$10,000) to major donors (\$10,000+).
7. Works with the Vice President to create and execute a strategy to increase the base of annual donors for all the Homewood Corporations.
8. Provides support in the organization and execution of Foundation-related special events.
9. Tracks all actions relating to fundraising activities within the Raiser's Edge database.
10. Engages with, and provides appropriate resources to, local board members in the cultivation, solicitation and stewardship of donors.
11. Assists with all annual giving activities as needed such as direct mail and publications, including website, electronic communications and Social Media.

12. Engages and secures stories/testimonials from, donors for all Foundation related communication including website, social media and Fireside communications.
13. Represents Homewood in a professional and positive manner in the community including the application and documentation of grant opportunities with local foundations.
14. Performs other functions as directed by the Vice President.

QUALIFICATIONS

1. Bachelor's degree in a related field with a minimum of three years' experience in a fundraising capacity.
2. Proficiency with computer skills in Microsoft Word, Excel and PowerPoint. Database management experience – Raiser's Edge or another donor record software experience required.
3. Enjoys working with people and has excellent interpersonal and communication skills.
4. Conversant in Web basics.
5. Possesses a strong sense of organization and the ability to achieve deadlines. Ability to organize and prioritize work and take initiative in identifying best practices to be implemented.
6. Data entry skills, accuracy, detailed oriented and ability to work independently with little supervision.
7. Ability to present information concisely and effectively, both verbally and in writing in English.
8. Proficient in communication skills in written, verbal, public speaking, letter and proposal writing, and ability to interface with diverse populations.
9. Interfaces with church, professional, and business persons and organizations in the local Homewood communities. Strong ability to interface with boards of trustees and directors, senior management, and executive directors and their staffs

PHYSICAL REQUIREMENTS:

Working conditions are normal for an office environment. Work requires extensive work using a computer. This position has physical and mental aspects of sedentary work in which lifting requirements are minimal. Occasionally required to walk; use hands to finger, handle, or operate computers, objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

I understand and will comply with this job description.

Co-worker Signature

Date