

## **JOB DESCRIPTION**

### **DEVELOPMENT DIRECTOR**

Shepherd's Center of Kansas City (SCKC) seeks a Development Director, who embraces our mission to empower mid-life and older adults to live healthy, engaged and independent lives and lead our fundraising and development efforts. The role of the Development Director is to plan, direct and coordinate all of SCKC's fundraising activities. This position reports to and will work closely with the Executive Director and requires someone with vision, initiative and strong communication skills.

**REPORTS TO:** Executive Director

### **DUTIES & RESPONSIBILITIES**

#### **Strategic and Management Responsibilities**

- Develop and execute SCKC fundraising strategy and annual fundraising plans.
- Lead and manage the SCKC's overall development efforts to raise sufficient funds each year to meet the annual budget and support of strategic priorities for growth and sustainability.
- Provide progress reports on a monthly and as needed.
- Train and support team members regarding fundraising.
- Provide leadership to the Board fund development committee, staff and volunteers.

#### **Development Responsibilities**

- Initiate, participate and support direct fundraising "asks".
- Cultivate and nurture relationships with individuals, corporate and foundation donors and sponsors.
- Work with the SCKC Fund Development Committee in engaging new and current donors through annual events, development activities, workshops, etc.
- Research corporate, foundation and individual contacts; update and maintain the donor database (Salesforce).
- Develop and coordinate with the Fund Development Committee one to two annual large-scale fundraising events and several smaller fundraisers per year.
- Create and implement recognition programs for individual and corporate donors and SCKC volunteers.
- Communicate with staff, board and volunteers to coordinate fundraising schedules and activities with other events and operations.

#### **Grants and Communications**

- Oversee and manage the grant writing process including research, proposal writing, and reporting requirements.
- Work with grant writer to ensure timely and accurate report deliveries to all funders.
- Ensure grants management systems and project management tools are up to date and effectively deployed.

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- Create high quality donor communications and collateral materials.
- Develop donor benefits, gift recognition, correspondences and mailings including direct mail.
- Oversee organizational communications, write and execute an annual communications campaign to support agency funding and audience engagement targets.
- Serve as a spokesperson for the organization as needed.
- Maintain ongoing communications with private and corporate donors.

### **EDUCATION, SKILLS AND EXPERIENCE**

- 10 years' of progressive success in nonprofit fundraising and development, including cultivating and building relationships with individuals, foundations, corporations and major giving programs.
- Superior verbal, written and interpersonal communication skills and have the ability to present in front of a group with ease.
- Demonstrated knowledge of broad themes and current trends in fundraising.
- Proven experience working effectively and positively with boards of directors, executives and community leaders.
- Self-motivation, initiative and reliability are essential.
- Basic office skills, record keeping, and strong organization skills are required.
- A Bachelor's degree or equivalent work experience in nonprofit fund development.
- CFRE or other fund development certification a plus.
- Familiarity with Salesforce donor management system is preferred.
- Capital Campaign experience a plus.

### **BENEFITS**

#### **Robust benefits package that includes:**

- Health Insurance
- Dental and Vision Insurance
- Life/AD&D Insurance
- Paid Holidays
- PTO
- \$500 a year for professional development
- Membership in Non Profit Connect
- Flexible work schedule - The office closes at 3pm on Fridays

### **SALARY**

- \$60,000 - \$65,000 depending on experience

### **ABOUT YOU**

Our ideal candidate would be team player with a high energy level, good work ethic, as well as strong interpersonal communications and multi-tasking skills. The position requires persistence, an entrepreneurial spirit, enthusiasm, and flexibility with a willingness to work as needed to

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accomplish job requirements. Candidates must also possess the ability to set and accomplish committee and personal goals. Must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.

Previous experience will demonstrate a proven record of accomplishment in identifying and securing new funding opportunities, and leading and managing fundraising committees. Candidate should possess excellent writing and computer skills (Microsoft Office Word, PowerPoint, Excel, Outlook, Salesforce database management, etc.) and should be well versed in electronic communications.

### **TO APPLY**

Summit cover letter, resume and references to Danielle Wootton at [danielle@sccentral.org](mailto:danielle@sccentral.org).

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