



## **SENIOR DEVELOPMENT DIRECTOR**

Full Time

Grade: 8

### **JOB DESCRIPTION**

This position will lead strategy, development and implementation of all fundraising and development activities for the Chapter. The Vice President of Development is responsible for leading, managing and mentoring Chapter-wide development staff. This role is responsible for building strong community relationships and volunteer leaders to partner with development staff. The Vice President of Development will work closely with development staff to implement and achieve the goals of the strategic plan across all fundraising activities, to include Major Gifts Program and grants. This position also serves as a member of the Chapter's Senior Leadership Team.

### **ESSENTIAL JOB FUNCTIONS**

- Provide strategic direction and leadership for the development and execution of the California Central Coast Chapter's fundraising plans to ensure the overall success of Association revenue streams including: Signature, Mass-Market Events of Walk To End Alzheimer's® and The Longest Day, and other future events which could include Gala, Reason To Hope, etc.,.
- To manage and lead the chapter's Corporate Initiatives and Sponsorship efforts, overseeing the Chapter's corporate staff and aligning with and partnering with Home office Corporate staff on broader, regional and nationwide efforts.
- Responsible for the recruitment, training, supervision and coaching of Development staff and volunteers necessary to successfully achieve Development goals and objectives.
- Help cultivate and support the team working directly with Intermediate and Major gifts, in concert with Home office Major Gifts donor advisors.
- Build and effectively utilize relationships and informal influence networks to achieve goals. Share knowledge and build trust with colleagues, managers, chapter staff, board members, volunteers and external stakeholders.
- Support and participate in the cultivation, solicitation and stewardship process for individual and corporate donors and prospects.
- In concert with the Director of Programs, identify prospects and collect data in an organized manner on individuals, corporations, foundations, organizations and government agencies that might become donors to our organization.
- Actively participate in the chapter's Leadership Team to ensure effective integration of strategic priorities into the Development work plan
- In concert with the Executive Director, ensure that donor preferences are met and that all Development activities meet the highest ethical standards.
- Ensure that periodic and accurate reports are provided to the Executive Director and Board in a timely manner

Volunteers:

- Empower volunteer leaders to reach higher levels of performance through trust, delegation, participation and coaching.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Act as a strategist with volunteer management staff and regional staff to maintain positive relationships with all volunteers assisting with events.
- Create and lead training opportunities for all staff and volunteers as needed.

**MINIMUM REQUIREMENTS**

- Minimum of a bachelor's degree from an accredited college or university.
- At least 10 years fundraising or development experience, to include significant experience with Mass-Market events. Sales and marketing experience will also be considered.
- Demonstrated success in the development and promotion of special events, such as Walks, Runs, Bike Events, Galas, or similar programs.
- Knowledge of intermediate gifts, major gifts and planned giving opportunities.
- Ability to sell the Chapter's programs and events to a variety of audiences, including corporate management, individual participants and volunteers.
- Strong public speaking skills and an understanding of successful volunteer management.
- Demonstrated success in the development and implementation of Chapter-wide or multi-state events preferred.
- Ability to set and achieve objective and manage a budget
- Strong written and verbal skills with excellent interpersonal and multidisciplinary skills
- Action oriented and an entrepreneurial spirit.
- Demonstrated success leading a high performing team (employees and volunteers) to achieve strategic initiatives using metrics and data points.
- Demonstrated success working with diverse populations, volunteers and staff to build and maintain successful teams, and demonstrate inclusion.
- Flexible work environment requiring regular weekly travel throughout the chapter's territory. Some state-wide and national travel required. Required to work some evenings and weekends to meet community needs.
- Physical Activity that includes standing; walking; sitting; fingering or manual dexterity; repetitive finger motion; lifting or exerting force up to 25 pounds; reaching or stretching; climbing or balancing; speaking; hearing; seeing (close vision, focusing ability); frequent travel; frequent driving.
- Excellent interpersonal skills including verbal and written.
- Strong computer skills, proficient with Microsoft Office products and social media.
- Must have valid driver's license, access to reliable vehicle, good driving record and proof of automobile insurance.
- This job profile in no way states or implies that these are the only duties to be performed by the job holder. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor or manager.

[To Apply](#)