



Job Description

Job Title:	Development Director	FLSA Status:	Non-Exempt, Full-Time
Department:	Development	Reports To:	Chief Operating Officer
Prepared By:	Kate Bryant	Preparation Date:	3/6/19

PURPOSE: The Director of Development is responsible for planning, organizing, and directing SEE International's fundraising efforts, including major gifts, annual fund, grants, corporate giving planned giving, and special events.

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, execute, and evaluate multi-channel fundraising strategies to increase both revenue and donor loyalty.
- Help donors accomplish their philanthropic goals and ambitions through their relationship with SEE.
- Identify and build relationships with new and prospective donors.
- Collaborate with CEO on major gifts program including identification, cultivation and solicitation of major donors.
- Oversee annual fund program, including print and email campaigns.
- Collaborate on publications that support fundraising activities, including donor newsletters, emails, direct mail appeals, web content, and other collateral.
- Oversee grants program, ensuring high-quality timely proposal and reporting.
- Collaborate with programs, finance and communications teams to create compelling proposal concepts.
- Grow planned giving, with a new focus on bequests from SEE volunteers.
- Supervise and collaborate with fundraising staff members.
- Oversee the department budget and monitor revenue and expenses. Report on progress to executive team and the board.
- Generate and implement new ideas to increase revenue and donor loyalty.
- Oversee Raiser's Edge and Luminare Online fundraising database. Ensure accurate donor activity tracking in the databases, including meeting notes and event attendance.
- Answer donor and staff inquiries in a timely fashion.
- Other duties as assigned.

KNOWLEDGE & SKILLS REQUIRED: Bachelor's Degree or appropriate experience in lieu of degree. Have a proven track-record in raising funds from diverse sources, including individuals, foundations, and corporations. Excellent leadership, project management, and writing skills are essential. Must be detail-oriented, have excellent organizational and computer skills. Must be a team player, and exhibit effective communication skills with donors, staff, volunteers, and clients.

DESIRED: Five years minimum of experience in nonprofit development/fundraising. Experience with fundraising databases, preferably Raiser's Edge and Luminare Online and experience with an international, health related, non-profit organization is highly valued.

SALARY & BENEFITS: Salary commensurate with experience. Benefits include: Medical, dental, vision, short and long-term disability, life insurance, 403(b) retirement plan, as well as paid vacation, holiday, and sick time.

TO APPLY: Please email resume to Office Manager/HR at mayra@seeintl.org.