

## **Director Of Development**

The Director develops strategies to meet to meet short- and long-term goals and create sustainable revenue. Leads Francis House's process in philanthropy and development. Director of Development is responsible for acquisition, retention and stewardship of donors.

Empower staff and volunteers to institutionalize philanthropy and development within the ministry, securing contributions and support to further our mission and vision.

### **Essential Job Duties and Responsibilities:**

- Fosters a culture of philanthropy throughout the organization with a comprehensive relationship-building program including cultivation and communications. Create and foster a culture of philanthropy throughout the Francis House community.
- Models Franciscan values in all activities and relationships. Demonstrate a sensitivity to and understanding of death, dying, bereavement, ethical issues and palliative care.
- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors, and ensures compliance with code of ethical principles and standards of professional conduct for fund development and fundraisers.
- Create budget, review financial statements and analyze donor activity to provide strategic direction to leadership.
- Create initiatives designed to promote the principles of Francis House as well as acquiring and maintaining support from individuals, corporations, community groups and foundations.
- Oversee and manage donor development activities and events.
- Provide leadership, direction, and support to board members, committee members, administrative staff, youth auxiliary members, and volunteers in development activities.
- Develop, direct, and implement short and long-term plans to improve and expand Francis House's mission and strategic direction.
- Assist the Executive Director with board and auxiliary recruitment, training, planning and governance.
- Consulting/mentoring other comfort care homes and end of life community education.
- Visit with resident and families and offer support demonstrating warmth, respect, dignity, and sensitivity to the needs of those involved.
- Fostering collaboration to identify and build relationships with new donors.
- Represents Francis House in the community. Build and maintain effective working relationships with all stakeholders and community members.
- Keep abreast of development and non-profit management trends and news to serve as advisor to Executive Director and leadership.
- Research and identify potential donors to foster positive relationships
- Performs other related duties as assigned.

### **Supervisory Responsibilities:**

The Director of Development supervises the Assistant Director of Development and oversee office assistant. Supervisory responsibilities include recruiting, interviewing and hiring; instructing and training in work methods; planning, scheduling and assigning work; checking and approving work; conducting performance evaluations.

**Education and Experience:**

- Bachelor's degree in Development, Non-Profit Management, Communications, Marketing, Business or equivalent required.
- Five to eight years related industry experience with focused community-based organizations.
- Previous development planning, event planning, fundraising and management skills required.

**Special Requirements:**

- Driver's License.
- Occasional local and regional travel during normal work hours, overnight, and weekends required.
- CFRE Credential preferred.

**Knowledge, Skills, and Abilities:**

- Exceptional oral and written communication skills.
- Proficient in social media skills.
- Extensive knowledge of fundraising strategies and principles.
- Strong project management skills.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Outstanding leadership, organizational, communication, teamwork, and collaboration skills.
- Ability to develop, plan, and implement short- and long-term goals.
- Ability to compile, analyze, interpret, and present reports, statements, and/or projections.
- Excellent attention to detail.
- Computer proficiency including the ability to create spreadsheets, graphics and reports using standard software applications.
- Knowledge and understanding of strategic development planning and event planning principles, requirements, procedures, and available resources.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written materials.

**Equipment Used:**

Computer, printer, telephone, photocopier, fax machine, calculator, postage meter and scanner.

Computer Software: Outlook, Word, Excel, PowerPoint, Quark Express and Talisma Donor 2.

**Benefits:**

Employee benefits include excellent medical, dental and vision insurance, employee paid time off, paid holidays, term life insurance, 401(k) retirement savings program with employer contribution.

**HOW TO APPLY:**

Please submit a letter of interest and resume to [mahankins@francishouseny.org](mailto:mahankins@francishouseny.org).

Francis House is an Equal Opportunity Employer (EOE)