



Position: Director of Development
Status: Full Time, Exempt
Salary: Commensurate with educational background and experience
Hours: M-F, 40/hours week, with evening and weekend hours as necessary
Reports to: Executive Director

Description

Lost & Found Grief Center is looking for a Director of Development who is a motivated, detail-oriented self-starter, responsible for generating funds to ensure the financial stability and growth of the organization. This position will work closely with the Executive Director, Event Coordinator and Program Coordinators to build relationships with current and potential partners, support our annual events, and tell the Lost & Found story. As our 20th anniversary nears, we are seeking a dedicated professional who can lead and manage development in order to fund our Vision of Greatness.

Qualifications

A bachelor's degree is required. This person must have two years of prior fund development success, although prior sales experience will be considered. Strong written and verbal skills, along with the ability to give presentations in front of small and large groups are a must.

Essential Job Functions

Fund Development

- Create & implement a written fund development plan which provides a vision with action steps and includes agreed upon goals
- Prepare and report fund development results to Executive Director and Board of Directors
- Provide education and recommendations to the Board of Directors on donor cultivation, development strategies, and various fundraising strategies
- Increase the organization's donor base, contribution levels and volunteer pool
- Create a new-donor letter campaign to keep donors engaged in the organization
- Establish and maintain donor records and a donor acknowledgement system
- Research available grants in conjunction with the Executive Director and Director of Programs and write proposals for additional funding sources
- Generate revenue through identification and cultivation of individual and corporate donors, grant writing, planned giving and sustained giving
- Ensure effective stewardship with all stakeholders including transparency, effective and efficient use of funds, and donor acknowledgments

Community Outreach

- Develop and maintain relationships with community agencies, foundations, and other nonprofit organizations in the community
- Participate in professional and civic organizations
- Provide presentations to area organizations, businesses, and groups upon request

Board of Directors and Committees

- Attend all Board of Directors' meetings and provide written and oral reports as requested by the Executive Director
- Provide leadership and guidance to the Development Committee
- Attend and participate in activities of other committees as requested by the Executive Director

Other

- Perform other duties and responsibilities as assigned