

JOB DESCRIPTION

Job Title: Director of Development
Classification: Salaried, Full-Time, Exempt
Department: Development, Little Rock Administration Office
Reports to: Chief Executive Officer

Job Summary: The Director of Development has the overall responsibility for planning and implementing the agency's development efforts, including publications, public relations, fundraising for annual support, deferred and planned giving, capital projects and endowments, as well as supervision of the church constituency program. Because it is a salaried, exempt position, there will be times when the responsibilities of the job require night and weekend work. This position supervises two full-time and two part-time staff.

Duties and Responsibilities:

1. Directs all aspects of the development program, including annual fund, special events, major gifts, capital projects/campaigns and planned giving.
2. Regularly interacts and maintains good relationships with donors, churches and other stakeholders.
3. Creates annual development and communications plans and monitors progress toward objectives aligned with the Strategic Plan and Goals.
4. Identifies potential donors and works to involve them in the mission of the Agency. Researches and prepares presentations and proposals to prospective donors (individuals and businesses).
5. Researches and writes and/or edits grant and funding proposals submitted to foundations, corporations, etc. Makes reports to grantors and other funders.
6. Maintains current information on funding sources, including foundations, corporations and individuals. Documents donor interactions in Raiser's Edge.
7. Oversees the creation and maintenance of the development department budget. Uses professional due diligence when working with vendors.
8. Supervises internal and external communication, including brochures, direct mail, newsletter and other promotional pieces, as needed.
9. Organizes and coordinates all special events, at least three per year in Central, Northwest and Southeast Arkansas.
10. Resources the Development Committee and develops intentional relationships with board members.
11. Ongoing implementation of planned giving program.

12. Supervises development staff and coordinates department efforts.
13. Responsible for the overall management of donor records.
14. Leads development and maintenance of the Agency website and social media.
15. Serves as a member of the Executive Team and CQI Council.
16. Participates in Continuous Quality Improvement (CQI) activities, as assigned.
17. Other duties as assigned.

Essential job functions: *Duties 1-16 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.*

Professional Skills and Personal Characteristics:

1. Dedication to confidentiality in all areas and in all dealings
2. Be a person of high morals and integrity, both personally and professionally
3. Have a willingness and desire to work as a team
4. Be a positive advocate for the Agency and honor its mission in all dealings
5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions
6. Be professional and enthusiastic at all times
7. Highly organized with an attention to detail
8. Exhibits responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
9. Communicates effectively verbally and in writing

Minimum Qualifications:

1. Bachelor's degree
2. Five years of experience in fundraising
3. Passion for the Vera Lloyd mission
4. Working knowledge of Raiser's Edge or similar fundraising software
5. Follow all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally
6. Adhere to all Agency policies and procedures
7. Demonstrate necessary knowledge and skills to perform the job duties, keeping current with new and best practices
8. Basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary
9. Possess a valid driver's license and meet all criteria set forth in the DHS' vehicle safety program.
10. Day, night and weekend work as required

11. Ability to supervise and train
12. Pre-employment background checks and drug testing required

Preferred Qualifications:

1. Master's degree
2. More than five years of experience in all areas of fundraising, including annual giving, planned giving, grant writing, special events and relationship building
3. Proven fundraising success
4. Capital campaign experience
5. CFRE

Other:

1. This position will have a six month probation period.
2. This position description will be reviewed annually as part of an annual performance evaluation.
3. Regular and consistent attendance is a condition of continuing employment.

Salary Range: \$75,000-85,000, depending on experience

To Apply: Send letter of interest and resume to: donnamahurin@veralloyd.org by October 29, 2021