

**Development Director - Norfolk, VA** - Enjoy a rewarding and challenging position with a nonprofit organization that has been helping educate, train, and provide employment opportunities for individuals with disabilities since 1955. We are currently seeking applicants for a full-time Development Director who will be responsible for planning and implementing a development and fundraising program to provide for the short- and long-term needs of the organization. Oversee, coordinate, and participate in all major areas of development, including research and prospect identification, cultivation and communication strategies, solicitation strategies, donor stewardship, database management, and communications and outreach activities. Supports the efforts of the Eggleston Foundation to advance Eggleston's fundraising goals. Work schedule may include events beyond normal operating hours and may include weekends, holidays, and evenings.

#### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

The following duties and responsibilities represent the essential functions of this job that an individual must be able to perform with or without a reasonable accommodation:

- Organize activities to raise funds or otherwise solicit and cultivate monetary donations or other gifts for the organization.
- Sets annual monetary goals and budgets according to short- and long-term goals
- Establishes fundraising objectives for the organization, setting one-year, five-year, and longer-term goals
- Maintains a list of potential financial donors, including corporations, foundations, and individuals, to include managing fundraising software and donor cultivation cycle for the Eggleston and the Eggleston Foundation
- Responsible for the fundraising process and maintains records of receipts and disbursements of funds
- Plans fundraising events in collaboration, where appropriate, with other members of the Marketing and Development team and other internal/external stakeholders
- Produces relevant and informative fundraising literature for distribution to previous donors and the public
- Research potential sources for financial growth and collaborate with the Grants Administrator to apply for grants and other public funding
- Travels (approx. 25%) locally for meetings with donors and fundraising purposes

**Note:** Duties and responsibilities are not all-inclusive and may change at any time, with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions where applicable.

#### **QUALIFICATIONS, EDUCATION, & EXPERIENCE:**

The following qualifications represent the training, education, certifications, licensures, and/or work experience required to perform the essential duties and responsibilities successfully:

- Bachelor's degree in Finance, Accounting, or a similar field required
- Five years of experience in fundraising for a nonprofit organization is highly preferred
- Extensive knowledge of fundraising strategies and principles
- Excellent management and supervisory skills
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Knowledge of tax planning principles and techniques that favor charitable giving
- Proficient with Microsoft 365 and other applicable accounting software systems

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

Physical demands: Performing the duties of this job requires near visual acuity, the ability to hear, understand, and distinguish speech and/or other sounds, and gross manipulation. Additionally, the employee:

- Must be free of tuberculosis in a communicable form.
- Must be able to lift and/or move up to 15 pounds
- Must be able to sit or stand for prolonged periods of time (up to two hours)

Work environment: While performing the duties of this job, the employee may be in an office or indoor setting, or externally in community settings. Indoor environmental conditions will vary according to the weather conditions prevalent at the time, and exposure to inclement weather and extreme temperature variations can be expected when in community settings. The noise level in the work environment will vary. While working with individuals with mental/physical disabilities, exposure to physical risks from behaviorally challenged individuals and contact exposure to human pathogens and/or biohazards is possible

Interested applicants should visit [www.egglestonervices.org](http://www.egglestonervices.org), select Careers/Current Opening/the position you are interested in/Click the “Apply” button. Proof of an acceptable driving record must accompany the application to be considered.

**ACKNOWLEDGMENT:** Applicants are subject to a pre-employment criminal background investigation and drug screening. Eggleston is an Equal Opportunity Employer and employs all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other status protected by applicable law. Employees are expected to adhere to all corporate policies. I have read and understand this explanation and job description.

Sunday through Saturday, plus as needed. 8 AM to 4:30 PM