

**Senior Director, Development**  
**The Women's Fund of Greater Birmingham**  
**Date Posted: January 14, 2019**



**THE WOMEN'S FUND**  
*of* GREATER BIRMINGHAM

**Job Title:** Senior Director, Development  
**Job Posting Date(s):** January 14, 2019 – February 1, 2019  
**Status:** Full-time exempt. Position reports to President & CEO

**Position Summary:**

The Women's Fund of Greater Birmingham accelerates economic opportunity for women and their families through philanthropy, research, and advocacy. In 2019, we seek to build a Development department within the institution. The Senior Director, Development will play a pivotal role in building out this new team, its core functions, as well as provide leadership toward the achievement of a \$1,500,000 revenue goal. This position is responsible for planning, organizing, directing and managing major gifts, planned giving and corporate giving. Working with The Women's Fund of Greater Birmingham's CEO, Board Development Committee, and Finance Team, the Senior Director will develop and execute an annual fundraising plan to maintain and grow charitable giving from the individuals and corporations to support the strategic direction of the organization. The Senior Director will sustain and strengthen the organization's financial stability by cultivating and maintaining positive relationships with current and prospective donors; developing new fundraising strategies, particularly ones that draw in new audiences; and leveraging opportunities to generate income.

**Key Roles:**

- Major Gifts
  - Identify, cultivate, solicit and steward major donors
  - With leadership, develop individual strategies for major donors
  - Meet with current and prospective donors on a continual basis to build strong, positive and long-lasting relationships
  - Work with members of Board of Directors and Development Committee, in conjunction with the CEO, to ensure their understanding of their roles, goals and participation in the strategic plan
- Planned Gifts
  - Identify prospects, cultivate and secure planned gifts
- Corporate Gifts
  - Grow and steward corporate partnerships and build solid value proposition
  - Create and execute innovative, mutually beneficial methods for corporate community
  - Work with lead team members on events, directing the strategy and outreach for securing appropriate and necessary sponsorships
- General
  - Maintain Development Calendar with dates, prospects, gifts, asks, and notes for individual donors, foundations, corporations
  - Staff the Development Committee, a group of board and community members
  - Perform other duties as assigned



# THE WOMEN'S FUND

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## **Knowledge, Skills and Abilities:**

1. Solid, working knowledge of successful fundraising techniques, particularly major gift fundraising and donor cultivation
2. Ability to lead and motivate team members in successfully accomplishing the strategic goals set by the organization
3. Proven ability to meet or exceed performance goals
4. Ability to communicate effectively, both orally and in writing, using a thorough knowledge of grammar, spelling, and punctuation rules
5. Ability to provide concise, thorough, and articulate reports and presentations to a variety of audiences in both oral and written form
6. Proficient with Microsoft Office required; experience with fund development software (Donor Perfect Online preferred); a willingness to master new programs
7. Friendly, timely customer service and follow-up
8. Ability to prioritize responsibilities, delegate tasks and efficiently manage time independently to accomplish a variety of duties with limited oversight
9. Skill in developing and maintaining positive working relationships with entire team to yield results that enhance mission delivery
10. Ability to mentor and manage staff as assigned
11. Ability to practice an appropriate level of confidentiality
12. Ability to influence others to work cooperatively toward strategic priorities
13. Requires the physical mobility to sit and walk for moderate periods of time and to occasionally carry or lift objects weighing up to 20 pounds. Reasonable accommodations may be provided as necessary.

## **Qualifications & Requirements:**

1. Bachelor's degree in Business Administration, Marketing or similar relevant field of study, with substantial experience in fundraising evident
2. Five-seven years of experience in positions involving similar job responsibilities required; experience in non-profit, entrepreneurial or economic development preferred
3. Excellent oral and written communication skills
4. Ability to effectively manage people and projects and bring sound decision-making abilities to bear, in order to maximize results
5. Strategic thinker, skilled problem solver, resourceful, and business-minded
6. Organized and productive, with an ability to plan and execute complex strategies, utilizing good attention to detail
7. Proven time management and organizational skills
8. Hard-working with a positive attitude and willingness to accomplish the task at hand
9. Ability to manage simultaneous tasks or projects while maintaining a team spirit
10. Ability to effectively work with a variety of people in a professional manner and project a favorable impression of the organization
11. Proficiency in typical office procedures and routines, and with office equipment
12. Flexibility to facilitate/participate in meetings and events outside of core business hours (i.e., nights, weekends, etc.)
13. Valid driver's license for traveling between local businesses, organizations, and other locations as necessary

To apply, please email your cover letter and resume with references to Babs Buchanan, Director of Development, at [bbuchanan@womensfundbirmingham.org](mailto:bbuchanan@womensfundbirmingham.org).