

JOB/POSITION TITLE: **Director of Development**

STATUS: Exempt

PRIMARY PURPOSE: Responsible for the overall success of the development and giving programs for The Society. Works closely with the President/CEO and other Board members to manage, direct and lead development activities including strategic planning, departmental budget preparation, donor cultivation, stewardship and recognition. Provides quality people care in accordance with The Society's mission, goals and management philosophy while applying the highest level of ethical standards.

Reports To: President/CEO

Supervises: Development staff, Volunteers

ESSENTIAL DUTIES/FUNCTIONS:

- **Raise Funds.** Raises operating revenue for The Society including new and established campaigns. Activities include prospecting, researching, communication with Society departments and staff, and appropriate committees and Board. Responsibilities also include proposal writing, cultivation of major donors, and planned giving to include foundations, corporations and individuals.
- **Major Gifts.** Works to identify and cultivate major gift prospects to meet or exceed targeted goals.
- **Program Evaluation.** Reviews and evaluates existing programs on an annual basis and makes recommendations on ways to increase revenue to the President/CEO.
- **Data Management and Donor Relations.** Responsible for overall management of the fundraising database. Oversees the data selected for direct mail, newsletter, invitations, etc. Manages the maintenance, confidentiality, accuracy and timely entry of database and donor records.
- **Supervision.** Hires, trains, supervises and evaluates performance of development staff. Recommends training programs for staff to ensure development and continuous improvement in the performance of his/her duties.
- **Donor Stewardship.** Directs the timely and accurate response to donors concerns, requests and gifts. Plans and executes donor events. Develops and maintains relationships with donors including foundations, corporations, community organizations and individuals.
- **Resource Management** Effectively manages resources, both people and dollars, for the maximum benefit to The Society. Prepares and executes departmental budget on annual basis, to include projected income and expenses. Administers and monitors revenues and expenses in relation to annual budget.
- **Compliance.** Assures compliance with all tax and government requirements.
- **Administrative/Reporting.** Supervises administrative functions including department files, database, mailing procedures, donor acknowledgement and recognition, bequest files and planned gift database. Ensures accurate and timely preparation of required reports.
- **Professional development.** Keeps current on fund development activities and trends through participation in appropriate business associations.

OTHER DUTIES/FUNCTIONS:

- Performs other duties as assigned by the President/CEO.

JOB CONDITIONS:

- Work Environment: Indoors in air conditioned office and out in the community meeting with donors.
- Equipment Use: PC proficiency (MS Word, Excel), Blackbaud's Raiser's Edge and standard office equipment use.
- Hours: Regular work hours are Monday to Friday, 8 a.m. to 5 p.m. with other hours based on operational requirements.

MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:

- Must maintain and present personal conduct, personal appearance, and office space as a professional. Includes well-groomed and professional appearance and tidy office areas.
- Must exercise compassion, patience, professionalism, flexibility and tact when dealing with a broad range of donors, volunteers and the public including difficult, emotional or angry people.
- Requires handling people and animals in a pleasant, courteous and professional manner.
- Must be able to prioritize, work independently, problem solve and meet deadlines.
- Must have a flexible disposition to work with and engage a variety of donors, supporters and businesses.
- Requires patience and tact when dealing with difficult, emotional or angry people.
- Requires ability to think strategically and lead a team to success.
- Must be able to meet donors at outside locations.

QUALIFICATION REQUIREMENTS:

- Skills/Knowledge: Requires excellent supervisory skills and computer knowledge. Ability to prioritize multiple initiatives and meet deadlines. Must be detail oriented with strong follow-up skills. Valid driver's license, good driving record, access to own automobile and proof of no-fault insurance required. Must agree with and be committed to Society goals, objectives and programs.
- Education/Training: College degree.
- Experience: Five years' experience in a similar position.

AUTHORIZED BY: _____ DATE: _____
President/CEO

(Revised May 2015)