



## Job Description

### **Title: Director of Development**

Salary and hours negotiable based on experience

**Summary:** The Director of Development is an experienced and entrepreneurial professional with a passion for Rhode Island's historic and unique places who will lay the foundation for fundraising to support program growth, grow individual giving, engage donors and volunteers (i.e. trustees and event committee members) to strengthen our organization, and launch a legacy giving program. The Director of Development is responsible for overseeing the organization's overall fundraising strategy, including membership, special events, and annual fund, with a focus on building and strengthening relationships with individual donors and volunteers. The Director of Development will support the Executive Director and Board of Trustees and be assisted by the Development & Special Events Coordinator.

### **Responsibilities**

#### **Plan and execute a comprehensive strategic fund development plan and budget with clear benchmarks to expand philanthropic giving and ignite enthusiasm for PRI**

- Grow revenues from individuals, campaigns, and events to achieve objectives outlined in the strategic plan to increase general operating resources
- Manage relationships with current donors, increasing engagement and retention; and identify, cultivate and build philanthropic relationships with prospective donors
- Lead efforts to build a culture of philanthropy throughout PRI
- Manage all aspects of fundraising program, including donor relations and stewardship and solicitations
- Assess and enhance existing development infrastructure to support revenue growth, including strategic improvements for a donor stewardship program
- Develop and promote a legacy giving program
- Oversee annual fundraising calendar for PRI membership, annual fund, and special events and Lippitt House Museum
- Lead the development and growth of the Anchor Circle to expand the group of major donors
- Serve as a key person to build a strong community of volunteers through relationship management and engagement with PRI

- Serve as staff liaison to the Development Committee and the Board of Trustees on fund development

### **Snapshot of PRI Philanthropy**

PRI's annual budget is \$700,000 of which approximately 15% comes from direct contributions and 15% amount through gross event revenues. Approximately xxx individuals are donors and members of PRI. PRI's strategic plan calls for expanding the circle of individuals who support and sustain our organization and increasing resources. PRI intends to increase resources from direct contributions and events by 50% over three years.

### **Job qualifications and professional skills:**

- 5-7 years of experience in fund development or comparable field with a core competency in relationship building
- Excellent interpersonal abilities
- Strong understanding of fundraising, particularly individual giving
- Experience developing, implementing and analyzing results of a fundraising plan
- Proven ability to collaborate effectively with diverse groups of donors and volunteers
- Ability to work individually and in a team environment
- Excellent verbal and written communications skills
- Ability to manage multiple time-sensitive tasks
- Ability to develop and manage project budgets
- Facility with donor management software

### **Attributes:**

Integrity, self-starter, strong interpersonal relationships, organization, discipline, discretion and positive attitude

### **Key Relationships**

- Reports to the Executive Director and is a key member of PRI leadership
- Supervises the part-time Development and Special Events Coordinator
- Liaison and staff leader for board fund development activities
- Directs participation in fundraising of key volunteers, especially for host committees for events

Apply with cover letter and resume to [jobs@preserveri.org](mailto:jobs@preserveri.org). Open until position is filled.