



## Position Description

<b>Job Title:</b>	Director of Community Development
<b>Department:</b>	Administration
<b>Reports to:</b>	Vice President and CEO
<b>Salary Range:</b>	\$66,560 - \$70,000

Under the direction of the Vice President of Operations and Communications and the CEO, the Director of Community Development is responsible for securing financial support and major gifts for the non-profit organization. This will include identifying, cultivating, and soliciting major donors for Age Well Senior Services, securing large Corporate Sponsorships, and successfully executing advancement initiatives in the local community including Major Gifts, Fundraising/Events, Donor Cultivation, Donor Walls, and other giving programs.

- Develop a strategic plan for fundraising on behalf of Age Well Senior Services, designed to meet specific short-term and long-term fundraising goals (quarterly and annual). This position will be accountable for meeting specific fundraising goals each quarter.
- Proactively identify and build relationships with communities, corporations, individuals and funders in order to engage them in funding partnerships with Age Well Senior Services.
- Maintain relationships with prospective donors. Research and develop prospects.
- Develop a major gifts program to include identification and solicitation of major donors.
- Assist marketing and communications in carrying out fundraising campaigns, including mailings and other events/drives with approval of VP Operations and Communications. Identify and cultivate Corporate Sponsorships and related deliverables.
- Develop innovative opportunities for partnerships, present plan and strategy for approval and upon approval, execute strategies to reach benchmark goals.
- Establish presence in the local community through networking, attending events, and pursuing opportunities to promote the Age Well brand.
- Maintain donor information and provide regular reports. Maintain records of sponsorship, including files, spreadsheets and resource materials pertinent to establishing a record of fiscal partnerships and renewals of partnerships.
- Maintain gift recognition/acknowledgement program.
- Assist communications and marketing with development of Corporate, FSMSC, and SC Donor Walls and Brochure Sponsorships collateral. Site signage, printed collateral and fundraising printed materials in collaboration with VP Operations and Communications.
- Work in tandem with Grant and Foundation Director to ensure no duplication in funding cultivation or contacts occurs.
- Demonstrated understanding of relevant legal, financial, and administrative regulations related to non-profit giving.
- Other projects, tasks, and duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION & EXPERIENCE**

- Minimum of five years of successful fundraising for a reputable nonprofit organization, securing six and seven figure major gifts and donations.
- Ability and confidence to cultivate and close large contributions from individuals, corporations and/or foundations. Demonstrated success managing and building relationships with multiple donor sources.
- High level of discretion in dealing with financial and confidential information.
- High level of technological proficiency in Microsoft Excel/Word and other computer programs.
- Strong written and verbal communication skills.
- Strong project management skills.
- High-level interpersonal skills and strong accountability for achieving results.
- High degree of critical thinking, strategic thinking and problem-solving skills with the ability to develop and execute plans. Able to organize and prioritize work.
- Bachelors Degree in business, communications, nonprofit management, philanthropic studies or related.

## **BENEFITS**

Our benefits package includes options for medical, dental, vision, life insurance, 401k, generous PTO accrual, and 10 paid holidays.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a valid California Driver's license. This role requires driving to off-site meetings and events as part of required duties.
- Proof of valid vehicle registration and insurance.

This job description does not list all the duties of the job. You may be asked by supervisors to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time for any reason. This job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason, with or without notice, with or without cause.

**Interested candidates should submit a Resume and Cover Letter to  
Human Resources at [hr@myagewell.org](mailto:hr@myagewell.org) for consideration.**