



Director of Development Job Description & Competencies

The Director of Development is responsible for planning, organizing, and executing Laurel Civic Association's annual fundraising plan in support of the mission. In addition, this role is accountable for the organization's public relations & communications; donor acquisition and development; event planning; grant writing and monitoring; community outreach and collaborations; and general support to the organization. The Director of Development will report directly to the Executive Director (ED), or the Board Chair in the absence of an Executive Director.

Responsibilities

- Apply best practices, assess needs and then develops and executes Laurel Civic's annual fundraising plan and applicable capital campaigns, if applicable.
- Develops policy, practices and programs as needed.
- Builds relationships and collaborative partnerships in the community to create awareness and engagement in Laurel Civic's work.
- Manages media and public relations efforts to promote and grow the organization's programs with local newspapers and social media.
- Develops and implements all fundraising activities including major gifts, grants, events, and capital campaigns.
- Establishes consistent communication tools to the community, donors, volunteers and other engaged stakeholders. (newsletters, website design and management, thank you letters and protocols).
- Manages the overall annual fundraising budget working collaboratively with the ED on progress.
- Responsible for reporting fundraising progress and tracking fundraising results
- Communicate with volunteers to empower them to be dedicated to the mission and recognized as potential donors.
- Creates and manages a "moves management" system and donor data base, through which prospects are actively identified, qualified, cultivated, solicited, and stewarded.
- Works with the ED and the Board of Directors, including the fundraising and finance committee, on all development-related activities.
- Coordinate and engage the staff to ensure messaging and branding is communicated in a clear concise manner.



Qualifications

- A passion for the Laurel Civic Association mission, vision and values
- Bachelor's Degree, CFRE or ACFRE accreditation is a plus
- A minimum of 4 years of progressively successful fundraising experience
- Experience in donor cultivation and grant writing
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations, and government agencies
- Knowledge of and connection to the local funding community, foundations, etc.
- Experience in communications, social media marketing and public relations
- Demonstrated excellence in organizational, managerial, and communication skills
- Experience with donor management software, Constant Contact, Word, Outlook, Excel, PowerPoint, and Publisher
- Strong interpersonal skills, including a good energy level and comfort dealing with all levels of individuals
- Must have a valid driver's license and reliable transportation
- Ability to work evenings and/or weekends, when required
- A high level of personal initiative and integrity
- Self-directed/self-motivated
- Excellent oral and written communication skills

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Usual office environment with frequent sitting, walking, and standing, and occasional climbing, stooping, kneeling, and balancing. Occasional movement of tables and chairs. Occasional pushing, pulling and lifting less than 50 lbs. Frequent use of eye, hand, and finger coordination enabling the use of office machinery. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.

DISCLAIMER: *Job descriptions are not meant to be all-inclusive and the job itself is subject to change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.*



Director of Development Competencies

Adaptability - Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or culture.
Authenticity – Gaining other people’s trust by demonstrating openness and honesty, behaving consistently, and acting in accordance with moral, ethical, professional, and organizational guidelines.
Collaboration - Working effectively and cooperatively with others; establishing and maintaining good working relationships.
Communication - Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
Cultivating Donor Networks and Partnerships - Initiating and maintaining strategic relationships with stakeholders and potential partners inside and outside the organization (e.g., donors, peers, philanthropic associations, community partners, county government partners) who are willing and able to provide the information, ideas, expertise, and/or influence needed to advance understanding of business issues and achieve business goals.
Decision Making - Identifying and understanding problems and opportunities by gathering, analyzing, and interpreting quantitative and qualitative information; choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives, and making timely decisions; taking action that is consistent with available facts and constraints and optimizes probable consequences.
Driving for Results – Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.
Executive Disposition – Demonstrating a poised, credible, and confident demeanor that reassures others and commands respect; conveying an image that is consistent with the organization’s mission, vision and values.
Influence - Creating and executing influence strategies that persuade key stakeholders to take action that will advance shared interests and business goals.
Negotiation - Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.