

Position Title : Director of Development
Organization : Schofield Care & Lineage Care Group
Salary: \$60,000 - \$100,000 based on skills and experience
AFP-WNY Post Date: 3/21/24

DEADLINE TO APPLY: open

We are seeking a highly skilled and experienced Director of Development to join our team! The Director provides organizational and operational support for the successful management and promotion of the fundraising and development programs for the Schofield Residence and its affiliate organizations. This is a mid to senior leadership role that requires strong fundraising, strategic planning, and business development skills.

Pay & Perks

- Competitive pay & sign-on bonus
- Weekly paychecks
- Up to \$3,000 Referral Bonuses
- Rewards & Recognition Program
- Premium health insurance coverage
- Dental Insurance
- Vision Insurance
- 403b with a company match
- Ample PTO package
- Employee Assistance Program
- Free parking
- Fun employee engagement events
- ...and more!

Qualifications

- College graduate with a Bachelor's degree that is compatible to fundraising and development.
- At least three (3) year's experience in fundraising/development or professionally related area is required. Experience in a health care fundraising and development environment is preferable or proven ability in a successful health care fundraising and development program.

- Must possess maturity and understanding of individuals with disabilities, elderly people, positive personality, good judgment and sound mind, integrity, dependability and professional business ability.

Role & Responsibilities

- Establish fundraising and development programs to support the organization's strategic plan and goals. Successfully implement fundraising and development programs covering annual giving, memorials, corporate giving, foundations, grants, planned giving, employee giving, and other related areas. This includes maintaining and cultivating positive and professional relationships with current and prospective donors, families, staff, volunteers, business, government and foundation representatives.
- Implement and accept responsibility for the ongoing management of all software and databases as it relates to fundraising and constituency relations. Duties include data entry and maintenance of gifts and pledges, constituency information, reports and developing a system for management, retrieval of mailing lists, and donor acknowledgement.
- Produce development project research and grant proposals.
- Schedule and organize meetings and events with donors, Development Committee, and board members and record meeting minutes as required.
- Write and produce print, electronic and other communications. Manage fundraising and development communication. Is proficient with mail merge applications.
- Plan, implement and manage Capital Campaigns, with the involvement of other organization executives, board members, community members, etc.
- Edit and help manage the organization's website relating to fundraising and development.
- Coordinate fundraising and development activities, as appropriate, with department managers, work closely with other departments and maintain interdepartmental relationships on an objective level.
- Generate, analyze, and summarize donor database queries and reports in support of Foundation activities. Is proficient with database applications and spreadsheets.
- Prepare monthly Foundation financial summary for various departments, committees, and executives.
- Perform record keeping and filing duties according to Foundation procedures.

- Respond to all Foundation correspondence and maintain copies of all correspondence as necessary.
- Produce accurate donor recognition listings and coordinates production and posting of donor boards, plaques, and other donor recognition materials. Plan and implement donor appreciation events and other donor stewardship.
- Represent the organization at various business, service, community and social functions related to fundraising and development.
- Work with the CEO to inform the community of the plans and financial needs of the organization.
- Effectively and efficiently work with personnel and volunteers assigned to fundraising and development activities.
- Publicly support the organization and its policies.
- Maintain an awareness of current trends and techniques in fundraising and development.
- Work with the organization's non-policy making voluntary boards and various committees of the Board of Directors of the organization, as needed.
- Attend the organization's in-house and other required meetings, as needed.
- Assist with and monitor social marketing resources, as it relates to fundraising and development.
- Meet on a regular basis with the CEO to discuss and review: Objectives and goals for financial support; Donors, prospects and strategy; Requests for funding; Job performance; Other matters relating to fundraising and development operations.
- Submit periodic reports to the CEO.
- Perform other related duties as required.