

DIRECTOR OF DEVELOPMENT

Job Description

GENERAL POSITION DESCRIPTION

The Director of Development is the chief development officer for the organization. The Director is responsible for planning, organizing, and managing the overall fundraising and development program for the organization. The Director will lead these activities through an integrated and coordinated effort incorporating major gifts, capital project funding, corporate/foundation relations, annual giving, and special events in support of the mission and goals of the organization.

PRIMARY DUTIES

1. Prepare and update for periodic review and update a long-range development plan that includes all identified funding needs.
2. Establish and manage the annual fundraising budget.
3. Design and implement fundraising strategies to achieve approved long-range development goals and objectives.
4. Organize and direct the identification, cultivation and solicitation of prospective donors.
5. Direct the identification, cultivation and involvement of volunteer leadership and others who have the potential of supporting the organization.
6. Advise, support and, as appropriate, represent the Development Office and volunteer leadership in all matters relating to development.
7. Implement donor recognition policies and coordinate the content and design of donor recognition materials.
8. Plan and conduct special events in support of the development program.
9. Manage the design and production of all fundraising materials, including publications, newsletter and brochures, as well as audio-visual and graphic presentations.
10. Maintain donor, gift, and pledge records and oversee production of fundraising reports.

POSITION QUALIFICATIONS

- Excellent organizational skills.
- Excellent written and oral communication skills.
- Management and supervisory experience.
- Budget preparation and resource management skills.
- Ability to work effectively with staff, Board and volunteer leadership.