

DEVELOPMENT OFFICE STAFFING MODEL

The following Development Office Staffing Model is intended to illustrate likely staffing functions for a large non-profit institution engaged in fundraising generating over \$5 million annually. Bold face type indicates a new position from a subsequent year based on the growth of previous year fundraising results and anticipated future requirements. Obviously, applying such a staffing model needs to take into careful consideration the organization's current personnel and budget resources.

Current Year	Next Year	Following Year
<u>Professional Staff</u> 1 Vice President 1 Senior Director, Annual Giving 1 Director, Special Events/Activities 1 Director, Development Services 1 Manager, Foundation Grants 1 Manager, Data Base 1 Manager, Donor Relations <u>Support Staff</u> 1 Admin. Assistant for Vice President 1 Assistant, Annual Giving 1 Assistant, Membership	<u>Professional Staff</u> 1 Vice President 1 Senior Director, Annual Giving 1 Director, Special Events/Activities 1 Director, Development Services 1 Senior Director, Major Gifts 1 Manager, Foundation Grants 1 Manager, Data Base 1 Manager, Donor Relations <u>Support Staff</u> 1 Admin. Assistant for Vice President 1 Assistant, Annual Giving 1 Assistant, Membership 1 Secretary, Major Gifts	<u>Professional Staff</u> 1 Vice President 1 Senior Director, Annual Giving 1 Director, Special Events/Activities 1 Director, Development Services 1 Senior Director, Major Gifts 1 Senior Director, Estate Planned Gifts 1 Manager, Foundation Grants 1 Manager, Data Base 1 Manager, Donor Relations <u>Support Staff</u> 1 Admin. Assistant for Vice President 1 Assistant, Annual Giving 1 Assistant, Membership 1 Secretary, Major Gifts 1 Secretary, Estate Planned Gifts
10 Staff Members	12 Staff Members	14 Staff Members

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