

JOB DESCRIPTION

Job Title: Development Director

FLSA Status: Exempt

Reports To: Director of Operations

Date: February 2023

JOB OVERVIEW

The Development Director is responsible for strategizing and implementing all operational fundraising initiatives for the organization.

WORK EXPECTATIONS

- Full-time salary position

RESPONSIBILITIES

FISCAL DEVELOPMENT & OVERSIGHT:

- Broaden our current operational fundraising base through the creation and execution of a fundraising master plan that includes:
 - Meeting with individual donors and small groups to educate, inspire and ask for support.
 - Various appeals via letter, newsletter and social media.
 - Fundraising events with corporate sponsorship.
 - Making connections and grant requests with relevant Foundations.
 - Research and engage in community based fundraising opportunities.
- Lead in maintaining current donor relationships through responsible donor care.
- Create quarterly and annual development reports for the board of directors.
- Be familiar with our CRM and oversee its use and organization.

COMMUNITY INVOLVEMENT:

- Promote the mission and vision of the organization to local churches, civic groups and other key organizations to create strategic partners within the community.
- Strategize community involvement opportunities through volunteerism.

- Establish awareness of our services in the disability community.
- Enhance branding & reach through our website and social media.

TEAM LEADERSHIP:

- Encourage and rally the development team towards common goals.
- Supervise the development team through the performance review process.
- Represent the team in coordinating with other departments.
- Plan, assign and direct the team's projects.
- Manage team work schedules and approve timesheets.
- Accurately complete monthly expense reports- including appropriate budget allocations, monitoring program spending, and retaining all receipts.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the role of Development Director. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's degree (B.A.) from four-year college, or university and three to five years related working experience, or equivalent combination of education and experience. Past success in fundraising or marketing.

Language Skills:

- Ability to inspire through writing and speaking about the mission and effectiveness of our programs. Ability to write reports and professional correspondence. Ability to speak effectively before community groups. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Knowledge, Skills or Ability:

- Demonstrate care, compassion, and patience when working with adults with special needs. Have experience (volunteer or paid) working with adults who have intellectual or developmental disabilities.
- Knowledge of the principles and techniques of business and nonprofit administration, community organization, fiscal and organizational management. Strong skills in marketing,

public relations and fundraising with the ability to engage and retain stakeholders. Ability to plan, direct and coordinate activities; negotiate and administer contracts.

Supervisory Responsibilities:

- Directly supervises 3-5 employees in the organization's development department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL DEMANDS

- 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.
- The employee must frequently lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor.

ACKNOWLEDGED: Employee

DATE

PRINTED NAME