



Director, Fund Development Job Description

FLSA: Exempt – Salaried; Full-time

Reports to: President

Position Summary

The Director of Fund Development will work in close collaboration with the President and Board Fund Development Committee to develop and implement a diversified fundraising plan. The Director will plan, organize, and direct all fundraising strategies for the organization with key focus on major gifts from corporate and individual donors.

The Director will provide guidance and supervision to the staff currently responsible for the planning and execution of special events, grants and communications. S/he will take the lead in developing strategies to expand the success and revenues generated from the organization existing efforts and will devise donor cultivation strategies.

The Director will have entrepreneurial energy combined with passion for the CONTACT mission and enjoy leading as well as working as part of a team. S/he will strategize about new and unique ways to enhance funding streams for the organization. S/he in accordance with CONTACT team philosophy will demonstrate the ability to carry out or assist in project completion in all departments as directed by the President.

Development Responsibilities

Manages Strategic Direction

- Fosters an understanding of philanthropy within the organization
- Collaborates with the President to create an annual development plan
- Implements the development plans in accordance with ethical fundraising principles
- Evaluates all fundraising activities to ensure that the fundraising goals are being achieved
- Monitors fundraising trends and adapts fundraising strategies as necessary

Manages and Implements Development Activities

- Develops and manages a fundraising calendar to ensure strategic plans and critical fundraising processes are carried out in a timely manner
- In partnership with the President, develop implement and cultivate a major gift/planned giving campaign
- Implement and manage *The Rogerian Society* membership and fundraising efforts
- Oversees the preparation and submission of grant applications according to program and fiscal needs
- Cultivate and secure all major sponsorships for special events and special projects
- Oversees the planning and execution of special fundraising events by working closely the special events manager and committee volunteers
- Identifies, develops and cultivates corporate, community and individual prospects to secure sustainable funding, including coordination of all major in-kind donations
- Oversees the administration of a donor database which respects the privacy and confidentiality of donor information



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Manages the Development Budget

- Works in collaboration with President to develop and gain approval for an annual income and expenditure budget for the development department
- Monitors expenses and analyzes budget reports on fund development and recommends changes as necessary
- Works in collaboration with senior management to develop budgets for proposals and grants, identify funding gaps and to establish fundraising goals

Communications and Outreach

- Lead the development of an annual communications plan in accordance with strategic objectives
- Oversee the development and distribution of all materials for all programs and special events ensuring all aspects of agency brand management are upheld
- Oversee the identification and cultivation of funding or in-kind support for printing, advertising, promotion and media coverage
- Serves as a senior agency representative when appropriate at any other public events or programs
- Oversee the direction and management of the agency's auxiliaries

Management Responsibilities

- Manage the day-to-day operations of the development department
- With support from the President, hire, coach, train and direct the activities of the three (3) member development staff, including the following management duties:
 - Train and supervise staff to timely meet annual development or outreach goals
 - Facilitate regular department and individual staff meetings
 - Redistribute and delegate job duties based on current program needs or assessed abilities
 - Oversee the management and implementation of all event/project timelines

Core Competencies

- *Relationship Building:* Promotes internal collaboration and builds external partnerships
- *Creativity/Innovation:* Develops new and unique fundraising strategies
- *Effective Communication:* Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- *Problem Solving and Teamwork:* Works cooperatively and effectively with others to set goals, resolve problems, including holding direct reports accountable for all assigned task in a timely manner
- *Leadership and Management:* Demonstrated ability to positively lead people and get results through others as well as the ability to organize and manage multiple priorities with direct staff reports
- *Decision Making:* Possess a “big picture” perspective when assessing situations to determine importance, urgency and risks, and makes clear decisions which are timely and in the best interest of the organization
- *Planning and Organizing:* Sets priorities, develops a work schedule and monitors progress towards goals
- *Passion and Commitment:* Understands, respects and believes in her/his service to the agency's values and ability of the agency to fulfill its mission for its clients



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Education and Essential Skills

- Bachelor's degree in Business Administration, Marketing or related field with a minimum of 5 years of fund development management experience (*Master's in Business preferred*)
- Skilled in procuring financial contributions with a proven track record of attaining high-end donations of \$25,000 or more
- Computer proficiency (including *Raiser's Edge*, Microsoft Office Suite and some Adobe Suite).

Physical Requirements:

The Director, Fund Development must have the ability to spend time seated, the dexterity to perform computer keyboard functions, the ability to stand and speak clearly for long periods of time at community events, and the ability to lift 30 pounds to carry and distribute materials to community events, as needed or assigned. ***The employee must have reliable transportation and be willing to drive distances between 25 to 50 miles in a day.***

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. I have received and read my description and agree to comply with the duties and any other duties my supervisor(s) deems necessary.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

President Signature: _____

Date: _____