

## Sample Job Description – Development Director

### Position Summary

Oversees all aspects of fund development within the organization working with Executive Director, Board of Directors, and Board of Trustees to ensure sufficient funds to realize the organization's goals and objectives both capital and programmatic; to include fundraising and grants management and donor database management, corporate and individual donor solicitations.

### Principle Accountabilities

- Researches and identifies grant opportunities for programs in conjunction with the Executive Director. Prepares applications for submission and, once grants are awarded, follows up with all required contracts and subsequent reporting.
  - Monitors grants' calendar and reporting requirements
  - Works with program staff to compile information for grant applications and tracks statistical information as required by funders.
- Works with Executive Director and Fund Development Committee to implement the Annual Fundraising Plan to meet budget requirements.
  - Helps implement strategies to encourage new or increased contributions.
  - Prepares annual donation mailings in conjunction with Executive Director and Board President.
  - Provides analysis and recommendations as needed to address any funding concerns.
- Works with Executive Director and Fund Development Committee to develop and implement Corporate Sponsorship and Giving.
  - Work to increase corporate giving annually; research new business relationships to pursue in the region.
  - Responsible for helping create and define corporate levels of giving and benefits, tracking donors, and preparing necessary reports for Board and annual reports.
- Coordinate all aspects of fundraising events in conjunction with committees, committee chairs, and appropriate staff, including but not limited to:
  - Assist with the development of marketing materials and implement plans to promote events.
  - Secure volunteers to serve on committees.
  - Help set fundraising goals, secure in-kind donations, and event-specific-funded. Careful attention to be given to all event details, correspondence, follow-up, etc.
- Coordinate donor relations activities in conjunction with Administrative Assistant.
  - Record donors for all fundraising campaigns, events and corporate sponsorships for inclusion in the annual report.
  - Prepare donor acknowledgments for all incoming contributions.
  - Maintain current databases for use in solicitations and reporting.
  - Analyze the organization's database for both cost-effectiveness and practical usage to advance our goals.
- Research planned giving and endowment campaigns to meet the future needs of the organization, its funding streams, and long term financial longevity. Responsible for working with board committees and staff on these campaigns after the board has approved.
- Participate in staff meetings and Association events as required.

- Performs other duties as assigned by the Executive Director

### **Preparation and Knowledge**

- College degree
- Previous experience in fundraising/grant and proposal writing
- CFRE (Certified Fund Raising Executive) credential preferred
- Excellent written and verbal communication skills; demonstrated ability to prepare funding proposals in a clear and compelling manner
- Strong interpersonal and speaking skills conducive to networking, building relationships and making presentations
- Self-motivated individual, detail-oriented, organized, and a strong team player · High level of energy and time commitment for demanding events including some weekend and evening hours; valid PA driver's license
- Knowledge and expertise in database systems, tracking donors, analyzing data, use of Access and Excel spreadsheets
- Ability to maintain accurate records, databases, reporting, etc.
- Commitment to the mission

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