Development Director

 Job Description

**Responsible to:** Executive Director

**FLSA Status:** Exempt

**Purpose of Job:** Oversees the creation and direct implementation of the annual development plan, which includes an Annual Campaign, Major Gift Campaign, and three Fundraising events, along with all marketing and social media efforts. Works with the Development Team, board members, and volunteers to achieve Development goals. Provides day to day management of the Development Coordinator. Collaborates with other members of the Girls Inc. Leadership Team for overall success of the organization.

**Qualifications:** Bachelor’s Degree (preferred), minimum of 5 years successful, relevant experience in fundraising, event planning, and donor relationship building. Ability to work within a team environment. Strong commitment to the mission of the organization. Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities.

**Core Duties and Responsibilities**

**Fund Development – 50%**

* Develop and gain approval for an annual income and expenditure budget for the fund development program. Implement and execute fund development plan.
* Identify and develop corporate, community, and individual prospects to secure support for the organization's fundraising priorities
* Build relationships with community stakeholders to advance the mission and fundraising goals of the organization
* Develop and maintain ongoing relationships with donors
* Create and execute a strategy for a large sustained base of annual individual donors
* Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization
* Recruit and maintain engagement with event volunteers; ensure that all event roles are clearly explained in advance
* Manage Philanthropy Committee of the Board and coordinate participation of Board members in various aspect of event planning. Communicate with Philanthropy Chair on monthly meeting agenda items that are timely and relevant to current organizational goals.
* Develop and track proposals and reports for all corporate fundraising
* Evaluate all fundraising activities to ensure that fundraising goals are met
* Monitor trends in the community or region and adapt fundraising strategies as necessary
* Prepare regular reports on progress, budgets, receipts, and expenditure related to fundraising and the management of the fund development activities
* Monitor expenses and analyze budget reports on fund development and recommend changes as necessary

**Marketing Functions – 30%**

* Develop a comprehensive Marketing & Communications plan to promote the organization to its donors and the public to maximize awareness of the organization’s fundraising activities, its work, and its impact; oversee the implementation of those plans
* Execute a comprehensive Marketing & Communications Plan, which includes events, media relations, press releases, social networking, Annual Report, website content development, quarterly e-newsletters, email blasts and branding.
* Prepare all corporate communications to general and specific messaging; oversee all marketing and communications activities, ensuring that correct language is used by all organization representatives and by volunteers during outreach activities.
* Coordinate the design, printing, and distribution of marketing and communication materials for development efforts
* Develop ways to build upon our social media presence and increase number of donors through use of electronic media vehicles

**Staff Management – 20%**

* In consultation with the Executive Director, recruit, interview, and select well-qualified Development staff
* Oversee staff responsible for data entry and gift processing using a donor database
* Provide constructive feedback and complete annual performance evaluation for development staff

**Equipment Used:** Computers, calculators, postage machine, telephone, and printers.

**Physical Requirements of the Job:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hand and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**Environmental Conditions:**

Worker is subject to indoor and outdoor conditions and noise.

* All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
* This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

**Language Skills:**

Must be able to speak, read, write, and understand the primary language(s) used in the workplace**;** bilingual skills a plus. Ability to read, analyze, and interpret general business information, including but not limited to Company policies and procedures. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:**

Ability to calculate figures and amounts such as percentages, compensation data, etc.

**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, or schedule form.

**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.

* This is largely sedentary role, requiring use of typical office equipment such as a computer, laptop and cell phone.
* Proper lifting and safety techniques required; must occasionally lift or move up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For the most part, ambient room temperatures, lighting and traditional equipment as found in a typical office environment.

* This document does not create any contract, implied or otherwise, other than an at-will employment relationship.