

DEVELOPMENT DIRECTOR

Reports To: Executive Director

Job # A-03

Revised: 10/26/18

Summary: The Development Director is responsible for relationship management, gift cultivation, strategic communication, grant writing, special events, planned giving and volunteer management. He / She works closely with the Executive Director and Board of Directors on all development and fundraising endeavors.

Duties and Responsibilities:

1. Develops and implements all fund development and communications plans
2. Facilitates one-to-one donor solicitation, gift acknowledgement and stewardship communications; establishes and maintains positive donor relations
3. Develops annual grant plan and calendar, researches grant opportunities and solicits information from agency content experts to complete grant applications and proposals
4. Collaborates with the Executive Director, Board of Directors and Development Committee to strategize fundraising plans, track progress, initiate donor prospect cultivation events and introduce people to St. Mary's
5. Ensures adherence to fundraising best practices to instill confidence in our donors
6. Provides outstanding customer service to donors through personalized communications and timely response
7. Manages the administrative system to support the development function, including gift processing, donor records, preparing and submitting grant proposals, monitoring grant compliance and reporting and maintaining gift recognition programs and the 1877 Society
8. Oversees the creation of the agency newsletter including content, layout and mailing
9. Manages and coordinates annual holiday giving, special events and capital campaigns
10. Makes public appearances/accepts speaking engagements to share information about St. Mary's to the community
11. Analyzes cost effectiveness and success of fundraising efforts, prepares reports and makes recommendations to the Executive Director
12. Attends weekly supervision with supervisor and holds supervision with direct reports per COA requirements
13. Maintains a valid driver's license
14. Completes all Standards of Excellence trainings
15. Performs other tasks as assigned

Qualifications: Bachelor's degree and five years' experience in nonprofit fundraising, planned giving, major gifts solicitation, event planning and grant writing. Ability to manage multiple projects a must. Knowledge of the nonprofit child welfare community. Superior verbal and written communication skills and ability to work independently and think critically. Must have strong organizational and interpersonal relations skills. Proficiency in Word, Excel and Raiser's Edge. Must have a strong track record of collaborating effectively with Board members, staff, volunteers and vendors to achieve goals.