



## DIRECTOR OF DEVELOPMENT

**Position Summary:** Reporting to the Executive Director, the Development Director provides leadership and management for all major gift and individual fundraising, corporate and private campaign giving, as well as work with the existing Capital Campaign. The DD will also manage social media and marketing efforts. This position will plan, direct and implement a comprehensive development program that builds and expands the work. This position will supervise a Development Assistant

### **Responsibilities**

- **Fund Development Plans:** Develop and implement a one-year and three-year fund development plan that generates individual donors, and corporate and foundation, in the 11<sup>th</sup> Judicial Circuit and surrounding service areas, with focus on Lexington County.
  - Lead strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects. This will include implementation of the Benevon Model.
  - Work with Board on engagement in comprehensive fundraising initiatives
- **The Annual Giving:**
  - Implement the agency's end of year Annual Fund Campaign
- **Corporate Giving**
  - Implement working relationships and provide appropriate stewardship of existing corporate partners.
  - Lead strategies to identify, cultivate, solicit, recognize, and steward all corporate prospects.
- **Special Event /Third Party Events**
  - Provide support and guidance on special events and third party events
- **Communication/Marketing/Public Relations Program:**
  - Develop, write, and continuously refine a case for support for overall agency and project-specific work;
  - Oversee development of all agency publications and social media, including but not limited to, Annual Report, newsletters, Twitter, Facebook, and the website;
  - Serve as a representative of the organization at public forums/before public audiences as necessary and organize a speaker's bureau among program staff for events, as needed; and

- Gather stories and statistics that demonstrate work to donors.
- Serve as back up media spokesperson in the absence of the Executive Director.
- **Cultivation and Stewardship Events:**
- Plan and implement cultivation and stewardship events –“free feel good events”
- **Data Base Management:**
  - Supervise the Development Assistant in the management of the Bloomerang donor database, tracking of donors and prospects, donor research, and generation of reports.
- **Foundation Fundraising:**
  - Monitor calendar for foundation reports and obtain information necessary to complete reports and submit in accordance with foundation deadlines.
  - Identify private and family foundation grant opportunities
- **Major Gifts**
  - Work with Executive Director and Board of Directors to identify, cultivate, and provide appropriate stewardship for donors at \$1000 or more giving levels
  - Manage a portfolio of donors and prospects, including “move management”
- **Provide Support for the Executive Director and Organizational Leadership with staff**

Education:

- Bachelor’s Degree required. Master’s Degree Preferred. CFRE a plus!

Special Skills and Experience:

- 5-7 years plus experience in fund development.
- Experience with requesting and attracting individual gifts at all levels and demonstrated
- Demonstrated success in meeting annual fund goals, development management, securing major and annual gifts from individuals, foundations, and corporations.
  - Demonstrated success in working as a member of a team and developing effective working relationships with Board members, staff, volunteers, and donors.
  - Proficiency in Word for Windows and Excel, PowerPoint and donor data base functions. Knowledge Bloomerang, helpful.
  - Excellent written and oral communication skills; presentation experience important.
  - Excellent interpersonal skills, with strong public speaking skills preferred.
  - The ability to establish strong and effective personal and professional relationships.
  - Strong planning and organizational skills, attention to detail, and ability to effectively manage multiple projects.
  - The successful candidate will demonstrate flexibility and initiative.
  - Successful completion of background checks which include child abuse history, criminal history and FBI clearances
  - Valid Drivers License

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