

Job Title: Director of Development

FLSA: Exempt (40 hours per week)

Department: Development and Communications

EEO Job Classification: Officials/Managers

Reports to: Executive Director

Last Revised: July 12, 2018

Position Summary:

The Director of Development is an important and pivotal leadership position that is responsible for helping the organization build a strong and diverse financial base. Reporting directly to the Executive Director (ED), the Director of Development will be responsible for developing, administering, and implementing strategies to increase funding from individual donors, foundations, government, corporations, and private organizations. The Director of Development will also help manage Front Steps' communications and messaging strategies, along with the Coordinator of Major Donors and Corporate Partnerships, which include community image, presence, and education, publications, and e-communications.

Duties, Functions, and Responsibilities:

- Plan, administer, and implement all annual and long-range fundraising activities in collaboration with the Executive Director.
- Provide leadership and strategic direction, management, and coordination of the fundraising and communication efforts.
- Along with the Coordinator of Major Donors and Corp Partnerships, develop, sustain, and leverage key relationships with the philanthropic community, which includes individual donors, foundations, corporate donors, Board members, and volunteers.
- Manage the development department in a fiscally sound manner by ensuring the appropriate systems, staffing, and procedures are in place to support and implement fundraising goals.
- Write grant proposals and reports to corporate, foundation, and government funders.
- Develop and grow individual donor base; manage annual giving campaign; cultivate major gifts.
- Develop and implement comprehensive marketing and public relations strategies.
- Prepare and oversee all communications, which include direct mailings, case statements, brochures, press releases, sponsorship proposals, and grants.
- Maintain a proactive role in the research, identification, cultivation, and solicitation of individual donors, foundations, organizations, and private and public corporations.
- Serve as a visible spokesperson and advocate of the Front Steps mission in the community.
- Manage and work closely with the Development and Communications Volunteer Coordinator on creating and implementing strategies to increase volunteerism, community outreach, and community education.
- Manages and works closely with the Development and Communications Volunteer Coordinator to manage the donor database and ensure its efficiency.
- Develop and manage Board giving activities.
- Train new Board members on their role in supporting the agency and assisting with fundraising efforts.
- Perform other duties as assigned.

Director of Development – Job Descriptions

Minimum Qualifications:

- Bachelor degree with a minimum of three years fundraising experience, preferably in the social service environment
- Proven track record of achieving revenue targets
- Proven management and leadership capabilities
- Experience working with Senior Level (C-Level) executives
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
- High energy, positive “can-do” attitude, flexible, detail-oriented, and high degree of initiative.
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability in prospecting, cultivating, and leveraging key relationships.
- Thorough understanding of all diverse components of a diversified funding base
- Strong computer skills
- Reliable transportation
- Valid Texas Driver’s license

Preferred knowledge, skills, and abilities:

- 5 years fundraising experience in a social services environment
- Master of Arts in Philanthropy and Development
- Knowledge of local community resources
- Bilingual

Physical Demands

- The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing this position, the employee is regularly required to sit, talk, and listen, and is occasionally required to stand, walk, and reach using hands and arms.

Disclaimer

- The statements herein are intended to describe the general nature and level of work being performed by the employee performing this position and assist in evaluating this job fairly and equitably. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the person in this position. Management may change the duties and responsibilities at their sole discretion, and may request the employee in this position to perform other duties not listed in this job description. This job description is not a “contract” between the employee occupying this position and the employer.

Signatures

Employee: _____

Date: _____

Supervisor/Manager: _____

Date: _____

Human Resources: _____

Date: _____