



JOB DESCRIPTION

Job Title:	Director of Development	FLSA Status:	Exempt
Department:	Development	Pay Grade:	
Reports To Title:	President & CEO	Effective Date:	9/09/24
Positions Supervised:	Marketing & Outreach Coordinator	Latest Revision:	9/09/24

Job Purpose:

Oversee and direct the overall strategy for the organization's development and fundraising, communications and marketing outreach. Responsible for soliciting, cultivating and stewarding financial support for the agency with primary focus on areas of Annual Giving, Special Events, Planned Giving, and Major Gifts. Oversee the marketing and community outreach efforts to include social media and website content management.

Essential Functions:

- Implement, coordinate and manage an annual giving program to ensure resources for the agency's ongoing programs and services.
- Plan and implement agency fundraising events and support events coordinated by others (i.e.: auxiliary groups, charity of choice events, and other third-party events).
- Work with President & CEO to organize and manage the agency's major gifts and planned giving program. This includes cultivating prospects for charitable gift annuities and bequests, managing the activities of the planned giving committee and leading the recruitment efforts.
- Oversee development and maintenance of appropriate systems for donor management, prospect research, cultivation and recognition of an active donor database.
- Create and implement a donor recognition and stewardship plan to maintain consistent personal contact with current donors, prospects, committee members and Board of Directors.
- Oversee the marketing outreach and communications plan. Contribute content for Agency website, press releases, and social media including Facebook, Instagram, LinkedIn, YouTube, and Twitter.

Nonessential Functions:

- Other duties as assigned.
- Assist in developing and nurturing a volunteer network of groups and/or individuals in support of events, programs and in-kind needs. Will include, but not limited to recruiting, assigning, training, monitoring and recognizing efforts of volunteers.
- Must be able to foster an environment of team work within the development department and possess leadership qualities as part of the agency's management team.
- Provide Agency tours as necessary.
- Maintain current gift acceptance policies and procedures. Maintain a data base of all donors and prospective donors and community liaisons. Update data base regularly and maintain constituent input policies for reporting purposes.
- Create and present monthly reports for President & CEO

- Ability to recruit, manage and lead the agency's development and planned giving committee.

Qualifications:

Education:

- Bachelor's degree preferred or 10 years in a competitive business environment with progressive responsibility.

Experience:

- Five years' experience in development and fundraising, CFRE desired.
- Experience in developing and implementing an annual fund campaign, planned giving and major gifts programs.

Demonstrated Skills:

- Working knowledge of database programs, Microsoft Excel, Microsoft PowerPoint and Microsoft Word
- Working knowledge of fundraising software
- Working knowledge of basic office machines
- Knowledge and familiarity of social media marketing platforms and content creation. Experience with SEO preferred.
- Excellent writing and communication skills, including public speaking

Physical Demands:

- Ability to travel and visit donors in home, offices and public spaces.
- Ability to lift up to 40 pounds

Requirements:

- Pass Level 2 background checks
- If privately owned motor vehicle is utilized for employment-related travel, the driver must possess a valid Florida driver's license, good driving record, and proof of the following level of motor vehicle insurance: \$100,000 / \$300,000 bodily injury, \$50,000 property damage, and work purposes endorsement.