

DIETERT CENTER JOB DESCRIPTION

POSITION: **DEVELOPMENT DIRECTOR**

REPORTS TO: Executive Director
DIRECT REPORTS: None

APPROVED DATE: **September 2014**

JOB SUMMARY:

The Development Director is responsible for developing and implementing fundraising plans and strategies to achieve the budgetary goals of the Dietert Center. This includes donor cultivation and expansion; researching potential funding sources; writing funding proposals; planning fund raising campaigns and events. This position is also responsible for tracking and acknowledging donations and for maintaining the donor database software.

JOB SCOPE: Full time, Exempt

PRIMARY DUTIES AND RESPONSIBILITIES:

1. **Develops & implements annual fundraising plan and strategies:** Plan determines how and when the organization solicits donors and potential funding sources, including grants, individual and corporate donors. Strategies outline the various fundraising approaches for each funding source, including special events, on-line donor campaigns, direct mail and other opportunities.
2. **Prospects Potential Donors:** Researches and cultivates potential donors, business sponsors and funding organizations.
3. **Researches & Writes Grants:** Gathers all information pertaining to foundations as potential sources of funding and prepares grant proposals and funding reports.
4. **Writes & Designs print and electronic fundraising materials.**
5. **Manages Donor Tracking & Acknowledgements:** Enters donor information into Catapult software program; generates receipts and letters of acknowledgement in a timely manner. Generates mailing and email lists for solicitations.
6. **Develops & Produces Fund Raising Events:** Works with other Center staff to develop and produce various fund-raising activities and events.
7. Assists the Executive Director with projects as needed.

QUALIFICATIONS:

A Bachelor's degree and/or proven track record in achieving fundraising goals are required. At least 5 years' experience in nonprofit fundraising, marketing, public relations or business development is required. In addition, must have the following:

1. Excellent written and verbal communication skills; demonstrated ability to write clearly and persuasively. Public speaking experience.
2. Strong research and organizational skills; attention to detail.
3. Demonstrated ability to prospect, cultivate and manage new accounts.
4. Thorough understanding of computer software, social media and database skills.

5. Strong relationship and team building skills. Demonstrated ability to think strategically.
6. Strong event planning and production skills.
7. Experience working with and nurturing volunteers.
8. Self-motivated, ability to work well under pressure and handle multiple projects at one time.
9. Interest, enthusiasm and affinity for fundraising and working with people.
10. Must possess the ability, understanding, and empathy to work with and nurture older adults.

PREFERRED QUALIFICATIONS:

An advanced degree in marketing, public relations, business or non-profit management or similar discipline is preferred. Experience with acquiring major gifts, on-line fundraising and producing special events is also preferred.

PHYSICAL DEMANDS / WORKING CONDITIONS:

Must be physically able to utilize ordinary office equipment. Must be able to walk, move tables and chairs to set up events, as well as stand for long periods of time. Must be able to speak and read English; hear and see well-enough to communicate with co-workers and clients. A flexible work schedule is often required to meet the demands of the Center, including occasional weekends and evenings.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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