

POSITION DESCRIPTION
Director of Development

POSITION SUMMARY:

Enthusiastic Director of Development to secure financial support for our organization. The Director of Development will set and achieve fundraising goals, maintain knowledge of fundraisers interests, and cultivate relationships with fellow employees, volunteers and community leaders. An active participant in fundraising events, undertake vision trips, and maintain a social media presence.

PRIMARY RESPONSIBILITIES:

- Implements and monitors a comprehensive fundraising plan to expand philanthropic support of the organization including using income and expense cycles to guide fundraising campaign decisions.
- Collaborating with the communications team to develop a digital fundraising strategy.
- Furnishing Board and President with regular progress reports.
- Collaborating with a network to identify and build relationships with new donors.
- Maintaining relationships with existing sponsors.
- Obtaining financial support from individuals and organizations.
- Managing fundraising and special events.
- Generating development materials such as grant and case statements.
- Managing the implementation of development software.
- Performs networking at selected community and leadership events.
- Attends Bi-monthly Board Meetings

SECONDARY RESPONSIBILITIES:

- Maintains and updates website as needed, prepares newsletter and other external communications.
- Participates in developing the agency budget with President/CEO and Finance Committee members.
- Liaison with staff and alumni to coordinate fellowship club events.
- Performs related duties as required.

QUALIFICATIONS

Education: Bachelors degree in business administration, not-for-profit management, social service field, psychology.

Experience: Minimum of five years of progressively responsible experience in not-for-profit administration, including two to three years sales or business development experience.

Knowledge, Skills, and Abilities

- Outstanding communication skills, both verbal and written.
- Excellent computer skills, MS Office applications
- Ability to work independently
- Available to travel, work weekends and evenings.
- Knowledge of development and fundraising principles and techniques
- Grant writing and the RFP process
- In-depth knowledge of Alcoholics Anonymous, how it works and the 12 steps
- Strong written and oral communications skills
- Budgeting and financial management skills
- Proficient with Sponsorship

SUPERVISION

Reports to: President/Executive Director

COMPENSATION:

Salary Range as determined by the President/Executive Director.