**[ORGANIZATION NAME]**

Job Title: Development Director

Reports to: [SUPERVISOR] (Executive Director, CEO or President)

FLSA Status: Exempt

**Summary** The Development Director is responsible for managing all initiatives to strengthen the base of support to sustain the organization's operations, strategic initiatives, and long-term stability. The comprehensive fundraising program includes but is not limited to major gifts, planned giving, annual giving, special events, foundation grants, corporate support, and constituency relationship-building activities.

**Essential Duties and Responsibilities**

* Provides direction and support for the fundraising efforts of the organization, its Board and its fundraising committees. Activities include:

Annual campaign (unrestricted contributions for operations)

Foundation grant applications

Corporate support or sponsorships

Capital/Special Campaign

Major giving program

Planned giving program

Special event(s)

* Meets goals established by the Executive Director/CEO/President, developed in collaboration with the Board and Development Director.
* Manages administrative responsibilities of fundraising activities including supervision of development information systems, prospect research policies and procedures, budgeting, reporting, and tax filing for a non-profit 501(c)(3) corporation.
* Plans and executes fundraising activities including donor cultivation, acquisition, solicitation, and stewardship.
* Supports and promotes the activities of the organization to internal and external constituencies.
* Performs other duties as assigned by the Executive Director/CEO/President.

**Knowledge, Skills, and Abilities**

Knowledge of principles of fundraising; federal and state laws and regulations governing non-profit organizations; principles in individual major gifts, corporate and foundation giving, annual and planned giving.

**Education and/or Experience**

Bachelor’s degree in a related field. Five years of fundraising or resource development experience. Effective communication skills. Strong interpersonal skills. Record of successful major gift fundraising.

**Preferences**

Master’s degree and/or CFRE and experience in the organization's sector setting. At least three years at a similar institution. Entrepreneurial skills a plus.