



Position Description

Position: Director of Development
Classification: Full – Time (some evening and weekend responsibilities) Exempt
Reports To: President/CEO
Location: Hybrid (requires 3-4 days in office)
Revised: January 19, 2024

Position Summary:

As a key role in the successful operation of The Place, the Director of Development is responsible for creating and maintaining a strategy that will secure the resources needed for the organization to fulfill its mission. This position will also lead the Marketing & Communications and Outreach parts of the organization for end-to-end coverage of donor engagement and development.

Key Areas and Responsibilities:

- Donor Stewardship/Cultivation
 - Work with President/CEO and key staff to develop a yearly comprehensive resource development plan.
 - Manage the agreed upon plan to ensure the financial stability of the organization.
 - Create, implement, and manage a donor stewardship plan that retains current donors and increases their giving, and cultivates new donors.
 - Develop and maintain ongoing relationships with major donors.
 - Coordinate planned giving (legacy, bequeaths).
 - Manage the CRM platform to help ensure effective and fruitful donor stewardship.
 - Establishes communications and relationship protocols for donors of all levels.
- Marketing and Communications
 - Generate and oversee the execution of the annual marketing plan targeted to key stakeholders.
 - Includes promotion of all programs and events.
 - Manage the production of all creative materials and assets.
 - Preserve the brand voice and character across all communication channels
- Grants, Organizational Giving, Capital Campaigns
 - Supervise grant contractor in researching and seeking out grant opportunities to secure additional financial support.
 - Integrate grant portfolio into monthly budget.
 - Ensure application deadlines are met and corresponding reports are completed and returned.
 - Organize and execute organizational giving (corporate gifts, in-kind, foundation programs)
 - Set standards and procedures for tracking and reporting program and organization statistics and outcomes in support of fundraising efforts with input from program coordinators.
 - Manage end-to-end capital campaign for building expansion/renovation.
- Events
 - Work with committee members, staff, volunteers, and auxiliary members to create quarterly The Place or “3rd Party” fundraising events.

- Participate in community relations, speaking engagements, sponsorship events, and roundtables in support of fundraising and community education.
- Manage development and marketing team and interns through positive reinforcement, collaboration, encouragement, and training while adhering to deadlines.
- Lead and represent The Place and the mission and values it represents in all activities.
- Other duties as assigned by the President/CEO

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree (minimum) in business, communications, marketing, public administration, fundraising or nonprofit administration from an accredited institution.
- Must have 5+ years successful non-profit fundraising and development experience. Must possess a high level of leadership skills including integrity, dependability, people management and development and be results oriented.
- Extensive knowledge of fundraising strategies, CRFE certification a plus.
- 5 years' experience running capital campaigns from beginning to end.
- Ability to maintain professional ethics and confidentiality of client and employee information.
- Demonstrate excellent project management skills.
- Ability to organize, schedule and manage workload sufficiently to meet deadlines.
- Proficient computer skills working with MS Office, Outlook, Canva and Salesforce.
- Excellent verbal and written communication skills.
- Flexibility and patience.
- Models good problem-solving and conflict resolution skills.
- Understanding and ability to work with people from diverse backgrounds.
- Ability to work independently and as a team.
- Possess strong interpersonal skills and maintain positive relations with The Place staff, volunteers, prospects, donors, and partner organizations.
- Ability to self-start and self-motivate, efficient style with high standards for quality processes and results.
- Must pass background check & drug screen.

DISCLAIMER: *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*

Employee Signature

Date