

Prosperity Works Director of Development Job Description



POSITION CONCEPT

The Director of Development is charged with primary responsibility for managing and implementing the organization's development plan. Position is responsible for planning, execution, control and evaluation of fundraising, donor relations and grant management for the organization. The Development Director works closely with the CEO and the Board to enhance and support the overall mission of the organization, and to assure that ample unrestricted and programs funds are generated. They create and implement all aspects of the Annual and Planned Giving Programs, including all individual giving constituencies giving at \$1,000 to \$25,000. This includes mail campaigns, design and production of various print materials, gift processing and acknowledgments, and personal calls. The position also requires coordination of events, meetings, programs and other elements designed to enhance positive relations with all donors.

The Director of Development is responsible for locating, researching and writing grants to develop funding applications for a wide variety of community and business development projects.

The Director of Development is responsible for donor development:

- Develop funding for operating support, major projects including new programs and collaborative opportunities
- Provide strategic direction of all campaigns and activities related to annual and planned giving support.
- Establish long-term goals and objectives for each contribution category.
- Research and analyze individual donors and prospects in order to develop strategies for gift growth or acquisition.
- Serve as primary contact for individual donors who give \$1,000 or more, as well as planned gift donors.
- Design and implement donor appreciation and cultivation events and activities.
- Plan fundraising events.
- Monitor all revenue and expenses related to the Annual and Planned Giving programs.

The Director of Development is responsible for grant:

- Research grant opportunities that will help Prosperity Works meet our mission
- Write grant proposals
- Track grant proposals and reporting deadlines
- Prepare grant reports
- Establish awareness of potentially fundable programs
- Establish a working network with funding agency administrators
- Work with collaborative partners to develop funding proposals
- Make presentations before potential granters and make grant program status reports to funder
- Other duties as assigned

Staff Support

Prosperity Works has a collaborative team environment where staff members support each other as needed.

Salary Range: \$45,000-65,000 depending on experience

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional organizational and communication skills.
- Ability and confidence to interact with varied constituencies.
- A self-motivated team-player who can energize and lead both staff and volunteers.
- Dedication, flexibility, attention to detail and creativity a must.
- Ability to use Office products including Word, Excel and PowerPoint with proficiency.
- Ability to write creatively
- Ability to communicate effectively personally and in writing
- Ability to work productively with minimal supervision
- Ability to work with diverse agencies, groups, and individuals
- Ability to handle stressful situations

ACCEPTABLE EXPERIENCE AND TRAINING

- Any combination of education and experience which is equivalent to completion of a bachelor's degree from an accredited college or university; and
- At least three (3) years experience in fund development or grant research and writing; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively with others in person and electronically and by phone,
- Sufficient vision, with or without reasonable accommodation, which permits the employee to prepare, review and file a variety of written documents in both electronic and hard copy forms,
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and to transport files as requested;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to access and transport files as requested.