

## GREAT FUTURES START **HERE.**



### Director of Resource Development

---

<b>Pay Rate:</b>	Salary – Full Time - \$40,000 to \$46,500 depending on experience
<b>Benefits:</b>	Health, Vision, Dental, Life, 401K, Paid Time Off – all available
<b>Reports To:</b>	Chief Professional Officer
<b>FLSA Status:</b>	Full-Time/Exempt

#### **Job Summary:**

The Director, Resource Development is responsible directly for the overall development and coordination of annual fundraising campaigns and supports all revenue generating activities including, but not limited to, proposal development, special events, and major giving/endowment activities. The position will carry out responsibilities in the following areas: donor information management, direction of identification, research, cultivation and solicitation of gifts of individual prospects, corporations, foundations, and other donors. Provides leadership support in marketing, philanthropy, and fund development including securing charitable contributions to support the mission and vision.

#### **Major Duties and Responsibilities:**

1. Contribute to the development of overall fundraising goals. Implement strategies and manage all activities relating to annual fundraising campaigns. Provide support for various fundraising projects/initiatives such as endowments, major gifts, and planned giving.
2. Provide leadership and direction to resource development initiatives as well as to the Vice President, Philanthropy, Resource Development Committee and Board of Directors in the effective operation of all development activities required to fund Club operations and deliver programs within the community.
3. Provide guidance to and assist in special events, marketing, and other projects.
4. Cultivate potential donor prospects, develop proposals, and conduct solicitations of individual donors.
5. Collaborate with Club executives and key volunteers to engage them in donor solicitations based on donor interests, personal relationships, program expertise, or other criteria.
6. Research and analyze agency, corporate and individual donor base and recommend solicitation strategies.
7. Support cultivation and stewardship strategies that engage community support to generate revenue.
8. Prepare background reports on donor giving and interests and develop proposal for donor consideration.
9. Keep informed of developments in philanthropy and fund development as well as general fields of management and the not-for-profit sector.
10. Create and provide annual budgets for fundraising initiatives.
11. Control fundraising expenses related to annual campaigns and gift solicitations within budget.
12. Manage record keeping for donors, assuring effective administrative and operational support functions are in place.
13. Train Club staff, executives, Board members, and volunteers in solicitation techniques and involve them in fundraising activities.
14. Evaluate giving trends of individual donors and determine those with potential for upgrading to major gifts strategy.
15. Evaluate overall results of fundraising campaigns and recommend modifications or new approaches to support successful achievement of development goals.
16. Recruit, select, and supervise special events and marketing staff to identify Club funding and marketing priorities, and develop and implement strategies through strategic planning.

