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## **Job Description**

<b>Job Title:</b>	Development Director	<b>Reports To:</b>	VP of Development
<b>Department:</b>	Development	<b>FLSA/Salary Grade:</b>	Exempt / 207
<b>Created:</b>	02/29/2024	<b>Revised:</b>	03/05/2024
<b>Pay Range:</b>	\$71,000 – \$76,000 DOE	<b>To Apply:</b>	<a href="https://recruiting.plycity.com/Recruiting/Jobs/Details/3095015">https://recruiting.plycity.com/Recruiting/Jobs/Details/3095015</a>

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## **Job Summary**

Under the direction of the Vice President of Development, the Development Director will implement a development and fundraising program to provide for the short- and long-term needs of the organization.

## **Qualifications**

- Bachelor's degree in Business or related field required; Masters preferred.
- Five years of experience in fundraising for a nonprofit organization required; 7 years preferred.
- CFRE certification preferred.

## **Supervisory Responsibilities**

This position does not include any supervisory responsibilities.

## **Essential Job Functions**

1. Meets personal fundraising goals by executing on the organization's annual fundraising plan.
2. Maintains and pursues a list of potential financial donors including corporations, foundations, and individuals.
3. Secures financial support for the agency by sourcing new donors and retaining existing supporters at higher levels of support, through both donations and sponsorship opportunities.
4. Offers insight on the production of relevant and informative fundraising literature for distribution to previous donors and the public.
5. Researches potential sources of, and applies for, grants and public funding as directed.
6. Monitors and analyzes fundraising data to evaluate performance and adjust strategies as



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needed on a donor-by-donor basis to meet intended goals.

7. Performs other related duties as assigned.



### **Knowledge, Skills & Abilities**

- Extensive knowledge of fundraising strategies and principles.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Analytical skills to analyze fundraising data.
- Ability to manage the sales cycle in a fundraising environment.
- Ability to confidently present in front of small and large groups of existing and potential donors.
- Ability to confidently request donations from individuals, corporations and foundations.
- Proficient in Google Suite or similar software.
- Proficient in Salesforce.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. Work in a non-smoking environment.

### **Special Conditions**

Maintain a valid driver's license with a good driving record with appropriate level of insurance.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

### **Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

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Employee Name (Please Print)

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Date

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Employee Signature