

Development Director Job Description

GENERAL POSITION INFORMATION

TITLE: Development Director	REPORTS TO: Executive Director
DATE: September 2020	FAIR LABOR STANDARD ACT STATUS: Exempt

POSITION SUMMARY

Working closely with the Board of Trustees, the Development Director provides leadership and management for all of Mission Kid's fundraising and marketing efforts. This position will plan, direct and implement a comprehensive development program that builds and expands philanthropic support for the work of Mission Kids. This position will supervise the Development Associate & Development Volunteers.

REQUIREMENTS

ESSENTIAL DUTIES & TASKS

Fund Development Plans:

- Develop and implement a one-year and three-year fund development plan that generates individual donors, and corporate and foundation donors for philanthropic support of Mission Kids
- Lead strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects

Individual Giving:

- Develop an individual giving program to strengthen donor relations with the organization
- Increase donor involvement, build, and manage a portfolio of new and existing major donors
- Actively engage prospects, solicit major gifts, and prepare leadership to solicit major gifts
- Drive the development of strategies for major gift prospects based on the gift cycle; manage and update strategies and next steps, recording detailed information in the Raiser's Edge Database
- Manage pipeline and work closely with leadership on prospect management, solicitation, and stewardship
- Ensure proper management of prospect data in Raiser's Edge
- Determine and meet annual individual goals (monthly prospect visits, gifts commitments) and objectives within the context of the mission

Corporate Giving:

- Implement working relationships and provide appropriate stewardship of existing corporate partners
- Work with board members to identify new corporate prospects and provide research to assist with the cultivation
- Lead strategies to identify, cultivate, solicit, recognize, and steward all corporate prospects
- Activate partnerships within partner corporations and visit partner corporations or host onsite tours to introduce Corporation partner employees to work of Mission Kids
- Track and manage renewal of partnerships each year and steward all corporate partnerships

Communication/Marketing/Public Relations:

- Coordinate with management staff on communications efforts to increase Mission Kids' visibility with key external audiences

- Develop, write, and continuously refine a case for support for overall agency and project-specific work
- Work closely with PR Firm to maximize their work in public relations and advocacy
- Oversee development of all agency publications, including but not limited to: annual report, newsletters, brochure, etc.
- Serve as a representative of the organization at public forums/before public audiences as necessary and organize a speaker's bureau among program staff for events, as needed
- Gather stories and statistics that demonstrate Mission Kids' work to donor
- Serve as back up media spokesperson in the absence of the Executive Director or CEO

Website:

- Provide fundraising-specific content for the Mission Kids' website
- Manage the Donate and Donors sections of the website to maximize donor engagement

Social Media:

- Support a brand aligned social media strategy
- Provide fundraising-specific social media content

Community Engagement:

- Attend community events as required
- Proactively engage community leaders, funders, members of the political sectors and individuals for fundraising efforts
- Join appropriate groups or committees to further organizational fundraising goals

Special Events:

- Lead and implement the agency's signature event, Mission Possible.
- Develop & work with the Mission Possible Committee on corporate sponsorships, ticket sales and auction; and
- Work with all vendors and in-kind sponsors to ensure successful event; and
- Continually engage and cultivate Mission Possible sponsors, donors, and guests prior and following the event.
- Arrange small, intimate cultivation and stewardship events for donors

Cultivation and Stewardship Events:

- Plan and implement cultivation and stewardship events like the Fall Open House, the Legislative Breakfast, and develop new corporate foundation events;
- Develop new and ongoing relationships through small events.

Data Base Management:

- Supervise the Development Associate in the management of the Raiser's Edge database, tracking of donors and prospects, donor research, and generation of reports.

Foundation Fundraising:

- Work collaboratively with the Grants Manager and work with him/her in identification and cultivation of foundation prospects.
- Work with the grant writer in determining the strategy for proposals to foundations

Provide Support, Supervision, and Evaluations for:

- Development and Outreach Associate
- Part-time Event Coordinator (contractor)
- Others duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Three years plus experience with all aspects of fund development.
- Experience with requesting and attracting individual gifts at all levels and demonstrated success in meeting annual fund goals, development management, securing major and annual gifts from individuals, foundations, and corporations.
- Demonstrated success in working as a member of a team and developing effective working relationships with Board members, staff, volunteers, and donors.
- Working mastery of computer programs including Microsoft Word, Power Point, Excel, Raiser's Edge, and Google Suite
- Excellent written and oral communication skills; presentation experience important.
- Excellent interpersonal skills, with strong public speaking skills preferred.
- Ability to establish strong and effective personal and professional relationships.

- Strong planning and organizational skills, attention to detail, and ability to effectively manage multiple projects.
- The successful candidate will demonstrate flexibility and initiative.
- Successful completion of background checks which include child abuse history, criminal history and FBI clearances
- Valid PA driver's license and insurance required
- **This position requires flexible hours including weekends and evenings.**

EDUCATION

- Bachelor's Degree required.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of safety concern.

Physical Requirements:

Light: *Lifting 0-10 Lbs.* **Moderate:** *Lifting 0-25 Lbs.* **Heavy:** *Lifting 25+Lbs.*

Working Conditions and Schedules:

Interacting with

- Co-workers
- Board Members
- MDT Members
- Vendors
- Clients

Office machinery usage

- Phones
- Fax
- Computers

Necessary traits for this position:

Seeing Hearing Talking* Reading* Writing*

Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility and minimal third party interaction.

Proficiency of the traits* marked above in the following languages for business letters, memos, customer interaction, presentation, demonstrations, employee direction, audits, etc.:

English Spanish French Other: _____

OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety

- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read the above job description. I attest that I can work in these conditions, I am able to perform the essential job functions and can fulfill the basic knowledge/skills/ abilities required to satisfactorily perform this position in addition to any other duties as assigned to me. I will immediately notify my Supervisor if anything arises that would hinder my ability to perform any component of this job description for which I have been hired. Additionally I am able to perform the essential duties and responsibilities with or without a reasonable accommodation as outlined in the Americans with Disabilities Act.

Employee Signature

Date

Supervisor's Signature

Date