

POSITION DESCRIPTION

POSITION TITLE: Development Director
REPORTS TO: Executive Director
SUPERVISES: Development Associate. May also supervise volunteers and student interns
FLSA STATUS: Exempt

POSITION PURPOSE:

This position reports to the Executive Director and works closely with the Management Team, Development Team, and Board of Directors. The position is responsible for managing a comprehensive development and public relations program, including the coordination of minor and major gift campaigns.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Management and Supervision

1. Represent and promote development concerns as a member of SOS Management Team
2. Contribute to ongoing Management Team decision-making and efforts to effect continuous organizational improvement
3. Hire, train, and supervise all development team members
4. Coordinate training of other SOS staff in development procedures and support
5. Enlist, supervise, and follow-up participation of development volunteers
6. Regularly review the development operations and implement appropriate structural changes.

Donor Cultivation

1. Cultivate relationships with existing and potential donors and funders on behalf of SOS
2. Assist SOS Board in cultivating relationships with existing and potential donors
3. Manage an effective and up-to-date donor database
4. Ensure proper tracking of donor relations and gifts
5. Enlist donors as volunteers.
6. Generate reports as needed
7. Ensure prompt and effective thanks for donations

Minor Gift Campaigns

1. Coordinate regular creation and distribution of newsletters and fund raising appeals
2. Coordinate special events (e.g., fund raisers, SOS United Way campaign)
3. Oversee in-kind giving programs
4. Oversee SOS involvement with community-led fundraising events

Major Gift Campaigns

1. Manage an annual campaign.
2. Assist the Board in acquiring information and training related to major gift campaigns and soliciting major gifts from corporations, individuals and private foundations.
3. Assist the Board in planning and implementing operations and/or capital campaigns, as appropriate
4. Assist staff and work with the Executive Director to solicit major gifts, cultivate and steward donors and develop relations with funders

Grant Development

1. In conjunction with the Development Associate, identify and secure foundation and government grants that supplement and/or match existing major grants (e.g., HUD and Washtenaw County, private and family foundations.)

Public Relations

- 1. Manage a comprehensive and effective program of public relations, including but not limited to: newsletters, annual report, web site, speakers' bureau, tabletop displays, public presentations, and media relations

AGENCY RESPONSIBILITIES:

- 1. Actively support the SOS commitment to diversity in all areas and responsibilities
- 2. Uphold and ensure appropriate enforcement of all agency policies and practices
- 3. Participate in community relations and outreach tasks as directed and required

BASIC QUALIFICATIONS:

Six years fundraising experience required, including three as supervisor. Demonstrated skills in fund-raising, donor development, leadership, teamwork, speaking, writing, public relations, and organizing. Substantial experience with Abila FR 50 or major donor/database software, special events, direct mail, and donor management. Ability to think creatively and work independently. Familiarity with philanthropic resources and social services in SE Michigan.

Bachelor's degree in English, Communications, Public Administration, or other relevant field required. Master's degree preferred. CFRE desired.

I have read, understand, and accept my responsibilities as articulated in the above job description. (Please sign and return to the Human Resource Director).

Employee's Signature Date

This description is intended to indicate the kinds of duties, responsibilities and the levels of work difficulty required of this position. It shall not be construed as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign and direct the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.