

# **The Arc of Northwest Wayne County**

## **Development Director Job Description 6-2021**

### **NATURE OF WORK:**

The Development Director is responsible for planning, organizing, and directing all of the fundraising for the organization including; member recruitment and engagement, the annual giving program, the major gifts program, planned-giving, special events and capital campaigns. The Development Director works closely with The Executive Director and the Board of Directors in all development and fundraising endeavors.

### **SKILLS:**

- Must embrace the organization's mission.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly annual giving and member engagement. Preference given to those with moves management and major gift fundraising experience.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have strong desire to get out of the office and build external relationships.
- Be a self-starter, goal driven to initiate engagement with members, participate in donor visits and fundraising calls.
- Be organized and exhibit follow through on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

### **EDUCATION AND EXPERIENCE:**

- BA required with three to five years of experience in development, charitable giving, and nonprofit fundraising.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Experience using Donor Management Software, Bloomerang Database experience a plus.

### **RESPONSIBILITIES:**

- Responsible for overall management of Bloomerang Donor Management database, including analyzing existing donor base to develop solicitation target pools, updates, facilitation of all acknowledgement letters, maintaining donor files and create/provide reports as required by ED and Board.
- Develop and execute membership recruitment and engagement plan.
- Develop corporate donor program, including individual and major gifts, matching gifts, sponsorships, etc., including soliciting cash or in-kind donations/sponsorships from business donors.
- Develop and execute the annual giving program, including mailings and annual fundraising drives.
- Attend events, meetings, conferences to promote organizational goals or solicit donations or sponsorships.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors, identify when to involve ED in solicitation process.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Build a planned giving program with a focus on deferred gifts such as bequest expectancies.
- Under the direction of the ED staff capital campaigns and other major fundraising drives.
- Plan and organize special events to raise money and cultivate friends for the organization.
- Work closely with the Executive Director and Board of Directors.
- Staff Board Development Committee meetings.
- Oversee fundraising database and tracking systems.
- Supervise and collaborate with other organization staff and volunteers.
- Collaborate with Executive Director and volunteers on publications to support fundraising activities.
- Create and maintain gift recognition programs.

### **SALARY/BENEFITS:**

- Competitive/commensurate with experience and other qualifications. Part-time position 30 hours/week.