



Job Description

Job Title:	Director of Development
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non- Exempt
Department:	Development
Compensation:	\$85,000 - \$93,000 annually
Reports to:	Executive Director

Summary

The Development Director organizes large-scale fundraising initiatives, works with board members, identifies, and writes grants, manages the annual fund, builds relationships with donors together with the Executive Director, identifies and cultivates relationships with prospective major gift donors, grows small donors, oversees in-kind donations, manages donor database, and works with the volunteer coordinator to support volunteer management. Working closely and collaboratively with Director of Finance and other team members.

Essential Duties and Responsibilities

- Participate in the creation of CHT’s overall fund development strategies, consistent with the organization’s strategic plan
- Create and execute a strategy for a large, sustained base of annual individual donors.
- Work with Executive Director to grow relationships with major gift and corporate donors
- Develops donor solicitation strategy for major, minor, and corporate gift prospects
- Designs and operates donor stewardship programs
- Plans and implements large fundraising events and community cultivation events
- Lead the creation of solicitation materials for the fundraising team
- Tracks and assesses gift fundraising metrics through donor software
- Be primary development contact for relationships and communications with grantors, grantee partners, nonprofit allies, key stakeholders, community partners, and board members
- Works collaboratively with board members and staff on fundraising
- Researches and writes grants
- Develop and track proposals and reports for all foundation and corporate fundraising
- Utilizes major giving fundraising and marketing tools, including on-line tools

Other Responsibilities

- Hire, manage, and motivate the performance of all development staff and volunteer leaders
- Attends and participates in assigned organizational meetings and activities, including special events
- Complete other tasks and duties as assigned in support of the CHT’s mission

Supervisory Responsibilities

The Development Director leads a staff of up to 2 employees and volunteers and reports directly to and works closely with the Executive Director. The position requires leadership and experience supervising staff and volunteers.



Knowledge, Skills and Experience

- Bachelor's degree and a minimum of five years of fund development experience, preferably in the education and nonprofit fields
- Demonstrated excellence in organizational, managerial, and communication skills and inspiring team leadership
- Proficient in MS Office, should also be familiar with CRM nonprofit software, donor databases and other fundraising technology to use in their daily job duties
- Knowledge of Donor View is a plus
- Established background in coordinating nonprofit donation strategies and staff/volunteer leadership
- Superb written, verbal and interpersonal skills
- Time management and flexibility with job duties
- Demonstrated success in securing major gifts from individual donors
- Excellent computer skills and working knowledge of MS Word, Excel, Outlook and PowerPoint, and fund development software
- Proficiency operating complex spreadsheets
- Excellent organizational, problem-solving, project management and communication skills

Physical Demands and Use of Machines, Tools and Equipment

- Seldom (1–5%): reach above shoulders, use fax
- Occasionally (6-33%): bend, twist, push, pull, climb, squat, crawl, kneel; use copier and filing cabinet drawers & locks
- Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; use telephone
- Continuously (67-100%): use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 5 lbs); use writing instruments, computer

Work Environment

- Approximately 50% of the time performing job duties is spent indoors, within a standard office or clinic environment
- Approximately 30%-50% of the time is spent on the computer
- Approximately 50%-90% of the time is spent interacting with colleagues and members of the community
- Noise level in the work environment is usually moderate
- The temperature of the work environment is moderate, and ranges from 65 – 80 degrees



Travel Requirements

This job requires frequent local travel (50%-75%)

Acknowledgement

This job description is designed to outline the essential job functions and qualifications of this position. It is in no way a contract of employment between the Community Health Trust and the employee. The information contained in this document may or may not be used in performance reviews, salary reviews, or promotion considerations. Job duties, responsibilities, and/or qualifications of this job may change throughout the course of employment as directed by the management of the Community Health Trust.

Employee Signature _____
Date

Employee Name - print

Manager Signature _____
Date

Manager Name - print