



## JOB DESCRIPTION

Title: Director of Development

Responsible to: Executive Director

### Qualifications:

- Bachelor's degree in finance, public relations or communications
- Master's degree in business or non-profit leadership
- 3-5 years' experience working in development for a non-profit organization
- Ability to represent the agency in a professional manner
- Responsible and reliable self-starter and diligent worker
- Proven skills in problem solving, time management and organizing skills
- Excellent computer skills. Knowledge of Quick Books and Microsoft OFFICE Suite
- Understanding and commitment to the Mission, Goals and Values of the agency
- Proven skills in communication and relationship building with board members and agency staff
- Valid Illinois driver's license
- Hiring preference will be given to veterans

### Summary:

The Director of Development is responsible for planning, organizing, implementing and directing all public relations, marketing, special events and fundraising activities for the organization. These activities will be executed personally and/or with the enlistment of support from members of staff, the board of directors, volunteers, and in coordination with other organization Directors.

### Essential Duties and Responsibilities:

#### FINANCIAL

- Work with the Executive Director to prepare strategic short and long range goals to meet organizational funding objectives.
- Prepare and administer development department budget
- Direct the organization's financial goals, objectives, and budgets.
- Oversee the investment of funds and manage associated risks.
- Supervise cash management activities.
- Shall be a signatory on all pertinent shelter bank accounts

#### MARKETING

- Represent the organization at public functions.
- Handle functions such as media, community, governmental relations, interest group representation.
- Prepare press releases and social media stories and contact people in the media for print, news, or broadcast publications.
- Coordinate with the Director of Operations who will implement the PR campaign, including social media.
- Develop PR materials to enhance the organizations image and promote fund raising

#### FUNDRAISING

- Develop and coordinate all fundraising efforts

- Execute capital raising strategies to support the organization's expansion plans.
- Identify potential donors, develop individual relationships, solicit gifts, and manage recognition of individual donors
- Develop donor recognition program
- Assign responsibilities for personal solicitation to members of staff, volunteer operations, and board of directors
- Find the funding and other gifts needed to keep the organization operating by soliciting major gifts from individual donors, soliciting bequests, hosting special events, and launching phone and letter appeals.
- Work with local investment advisors and financial attorneys to establish relationships that will promote referrals to direct donations to the organization that will benefit both the organization and the individuals donating
- Assist the special events consultant in implementing all events for organization.
- Develop and submit grant proposals for funds from private foundations and corporations.
- Act as liaison to all foundations.
- Organize direct mail campaign
- Investigate mailing lists for purchase and negotiate agreements with other organizations for exchange of mailing lists that will increase donations

OTHER

- Coordinate with the Executive Director to create the annual development calendar
- Abides by all by laws, resolutions, and directives passed by the B.O.D.
- Shall work collaboratively with B.O.D. and all MSHV staff in providing leadership for the financial development and strategic plans of the organization
- Attend training and/or workshops annually. Expense of the training must be pre-approved by the Chairman and/or Board of Directors.
- Establish development policies, systems, and procedures

Other duties as assigned by the Executive Director.

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Employee Signature

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Date

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Executive Director Signature

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Date