

Effective Date: July 2, 2010

Job Description: Development Director

FTE: Full time; 1 FTE

Work site: Central Office
Event sites, meeting places with Board Members and potential donors as needed. Occasional overnight travel associated with professional development or donor meetings.

Schedule: Primarily during the standard workweek 8:00 a.m. – 5:00 p.m.
Evening and weekend work may be necessary to accommodate special CCR events, Board Members or donors.

Status: Exempt

Transportation Required: Yes

Position Supervised by: Executive Director

Provides Supervision to: N/A

Physical Requirements: This position requires the ability to read written materials, the ability to perform computer data entry occasionally up to 4 hours per day, the ability to speak to customers on the phone and in person, the ability to speak to and to be understood by training audiences, the ability to sit for extended periods, the ability to enter facilities that may not be accessible and occasional lifting up to 40 pounds.

Development Director

I. Development Activities

- A. Assist the Board and Executive Director to develop an annual development plan that is responsive to Strategic Plan.
- B. Oversee calendared, diverse, effective fundraising strategies and activities targeted to individuals and corporations including annual giving, major gifts, planned giving, and special events working with the Board of Directors, Staff, and Volunteers.
- C. Work with Executive Director to identify and cultivate possible foundation support.
- D. Manage and document the identification, cultivation, solicitation and stewardship of donors.
- E. Develop and update case statements for support.
- F. Offer periodic training to Board Members and Development Committee members.
- G. Solicit donors and prospects.
- H. Collaborate with Finance Manager and Executive Director to develop and monitor fundraising budget including staff, operations, marketing, and events.
- I. Collaborate with Executive Director, Marketing Specialist and contracted marketing professionals to develop of marketing materials for fundraising.
- J. Cultivate working relationships, both inside and outside CCR, formal and informal with individuals and organizations.
- K. Assist Nominating Committee to identify and recruit potential Board Members and Development Committee members.
- L. Provide staff support to Development Committee.
- M. Other duties as requested by the Executive Director.

II. Intra-agency coordination

- A. Work cooperatively with agency staff to plan and implement agency-wide activities.
- B. Participate in agency staff meetings and Management Team meetings.
- C. Contribute the agency public outreach efforts, Facebook and web site updates.
- D. Provide backup to the Executive Director when necessary.

III. Budget Management

- A. Provide input to the Executive Director and the Finance Manager to inform the development of the fundraising budget
- B. Authorize and code claims specifically related to fundraising up to authorized limit.
- C. Authorize ordering and inventory of fundraising specific supplies and materials.

IV. Reporting Activities

- A. Review donor management software and recommend software suitable to CCR's growing needs
- B. Maintain prospect/donor database.
- C. Assure accurate donor information is provided to Finance Manager and for the Annual Report, website and other donor acknowledgment efforts.
- D. Report on status of development goals to the Executive Director and Board of Directors.

V. General Work Characteristics

- A. Comply with CCR Employee Handbook and Fiscal Policies.
- B. Complete assigned work in a timely manner.
- C. Submit completed timesheets on or before the 15th and last working day of each month (as requested by the Finance Manager) and submit leave requests to supervisor well in advance of anticipated leave.
- D. Behave as a courteous and responsible representative of CCR in interactions with other staff and community members.
- E. Promote CCR and its mission to community members, potential donors, clients and policy makers as directed.
- F. Participate in professional development as needed/directed by Executive Director.

VI. Minimum Requirements

- A. Bachelor's Degree in Business or Marketing or related field or equivalent directly related work experience.
- B. Minimum of two years of demonstrated successful non-profit fundraising experience with individuals and corporations.
- C. Knowledge and experience with donor databases; ability to collect and analyze data using donor software.
- D. Ability to plan and execute successful cultivation and appreciation events.
- E. Ability to establish priorities, work independently and meet deadlines.
- F. Computer skills – Windows, Microsoft Office.
- G. Excellent written and oral communication skills.
- H. Excellent organizational skills and attention to detail.
- I. Drivers' license, insurance or alternative plan for transportation throughout region.
- J. Background check must meet organizational standards (criminal, child protective service and motor vehicle.)