



Development Director Job Description

SUPERVISOR: Executive Director

FUNDED BY: Program grants, fundraising, Contributions

QUALIFICATIONS:

- Bachelors Degree in Marketing, Public Relations, Communications or relevant field
- Proficient in Excel, Microsoft Office and Canva (or similar program)
- Previous Experience with a grants management software preferred
- Proven Experience in planning and executing fundraising events
- Proven Experience in researching and writing grants, and donor cultivation
- Ability to engage in multi-level thinking and strategic planning
- Ability to manage a budget and ensuring efficient use of resources
- Ability to communicate effectively and build/maintain strong relationships with stakeholders

PRINCIPAL DUTIES:

Special Events

- Plan, manage and implement all fundraising events from sponsorship asks and participation, to event promotion, volunteer management, and media outreach* (FEC staff are very involved in events and are expected to assist in leadership roles.)
- Conduct post-event analysis to identify opportunities for growth and efficient fundraising practices

Fundraising

- Work with FEC Leadership staff and Board of Directors to review, monitor and assess fundraising efforts
- Identify meaningful ways for board members to participate in revenue-generating activities
- Develop and maintain a portfolio of potential donors, donor management platform to include a monthly giving program
- Develop a yearly budget/goal for unrestricted, non-program-related or grant revenue based on previous data that creates sustainable financial growth for the agency.

Grants

- Research grant/foundation opportunities
- Complete grant/foundation applications (United Way Grants are completed by Director of Programs)
- Coordinate with Director of Programs and Executive Director regarding agency programs and funding needs
- Track grant reporting expectations, grantor recognition, dates, etc.

Community Relations

- Interface with community partners when applicable to raise awareness to secure financial support for agency programs.
- Continue to build/expand state and local strategic partnerships to secure financial support
- Work with Executive Director to build rapport with current individual and corporate donors through regular, planned communications, in-person meetings, and outreach.