



Director of Development *Job Description*

Job Classification: Exempt, Full-time

Work Schedule: As negotiated

Reporting Relationship: TBD

Primary Accountabilities:

The primary function of the Director of Development is to provide leadership and vision to achieve the fundraising goals of the organization, supporting the mission, vision and values of Capper Foundation. The Director of Development has the primary responsibility for managing a comprehensive development plan to ensure a broad base of community awareness, involvement and support to obtain the resources necessary to fund Capper services and provide additional funds for long-term investments. To achieve these goals, the Director of Development manages donor relations, fundraising activities, and collaborates with volunteer services, Grant Specialist, and Marketing and Communications Team to build community awareness through community engagement and promotion of the organization.

Major Duties:

- Leads the Development team to plan, implement and evaluate all resource development, special events, sponsorships, major and planned gifts and the stewardship of all gifts donated to Capper Foundation ("Capper").
- Provides leadership and vision to meet and exceed the fundraising goals of Capper. Strategizes, cultivates and builds strong relationships with individuals, community groups, media, foundations and businesses/corporations.
- Identifies and develops relationships with new and emerging philanthropists, as well as retention and cultivation of existing donors, strategically moving them toward planned giving through personal intervention methods.
- Enlists, motivates and supports leadership, trustees, board committees, volunteers and staff in fundraising efforts. Works as a collaborative team player to ensure charitable funds continue to grow and build new relationships to fund Capper for the future.
- Develops and implements donor engagement opportunities to create awareness and potential for new donors for the organization.
- Works closely with Marketing and Communications Team on external promotional efforts, i.e., marketing materials, media partnerships, presentations, events, etc. for effectiveness, accuracy and community impact.
- Collaborates with Marketing and Communications Team for content development of Capper's promotional endeavors, special events, speeches, presentations, etc.
- Assists Grant Specialist with research and identification of grant opportunities and helps prepare applications that fit the funder's initiatives, as well as Capper funding priorities as assigned.
- Creates and implements strategies and goals for fundraising campaigns, including preparation and development of budget, timelines, promotion and coordination of all fundraising activities in a proactive manner.

- Recommends and executes appropriate means to acknowledge, recognize and thank donors to ensure good stewardship of all funds contributed. Reports results achieved and their impact on the organization's constituents with assistance of Data Specialist.
- Schedule and develop presentations, events, etc. for effectiveness, accuracy and community impact.
- Provides oversight and support for relevant content development of Capper's promotional endeavors, special events, speeches, presentations, etc.
- Serves as a member of the Director's Council in developing strategic and operational plans and monitoring all programs related to plans and goals. Participates in Director's Council discussions, provides information and input to supervisor and the President & CEO on organizational issues and supports the organization and all of its activities.
- Supports Capper and all of its activities.
- Performs all other duties as assigned.

Qualifications:

- Bachelor's degree preferred.
- Three (3) to five (5) years' experience in managing fundraising, including managing successful and innovative development and advancement programs and strategies required.
- Experience developing campaign strategies and successfully executing campaigns of a significant scale.
- Significant leadership/management experience for both staff and volunteers in a non-profit environment and working knowledge of philanthropic community.
- Ability to work in a fast-paced, high-energy environment.
- Demonstrated knowledge in MS Office software, and working knowledge of Raiser's Edge donor/fundraising management software.
- Demonstrated experience in the successful identification, cultivation, solicitation and stewardship of individuals and institutions, as well as managing a personal portfolio of major gifts donors and prospects.
- Self-starter who is challenged by high expectations and significant responsibility and able to exercise his/her authority independently to effectively accomplish goals and objectives.
- Superior interpersonal, organizational, written and verbal communication skills, including the ability to understand and translate information for all audiences and to be an articulate, outgoing and motivational spokesperson for Capper.
- Strong influencing and relationship building skills with an ability to quickly establish credibility with a wide variety of constituencies.
- Innovative and creative thinker who generates new ideas to accomplish organization objectives.
- Must possess integrity, ethics and values appropriate to a non-profit operating environment.
- Demonstrated understanding of the role of development and marketing in a not-for-profit human service organization.
- Read, write and speak fluent English.
- Pass background checks and drug test per Capper procedures.

Physical Demands:

- Regularly required to speak and hear, sit, stand, walk, reach and use hands.
- Ability to read computer screens for an extended period of time.
- Able to lift up to thirty (30) pounds.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date