

## **Sample Job Description Delta Family Support Center**

**Title:** Director of Development  
**Reports to:** Executive Director  
**Supervises:** Database Manager; Volunteer Fundraisers  
**Responsible for:** Major gift identification and solicitation planning; proposals to foundations, corporations and government agencies; Annual campaign design and solicitation; Special event coordination; publication of marketing and fundraising materials; Donation page website oversight.

### **Position summary:**

The Director of Development manages fundraising and communications functions for the Delta Family Support Center. He/she will work with the executive director and fundraising volunteers to identify and solicit funds for ongoing support and develop plans for the growth of DFSC according to its strategic plan.

### **Primary Responsibilities:**

- Produces fundraising plans and budgets, and tracks fundraising results for goals set by organizational plans;
- Maintains and manages a portfolio of approximately 100 major donor prospects;
- Conducts donor/prospect research and manages weekly tracking meetings to insure that all information on every donor/prospect is updated and current;
- Cultivates and develops relationships with donors that lead toward financial support of the Delta Family Support Center;
- Develops appropriate-level donor solicitation plans;
- Manages annual appeals, including compilation of a specific mailing list for each appeal, tracking of responses, analysis of results, and coordination of donor acknowledgements;
- Manages and ensures up-to-the-minute maintenance of the donor database, viable prospects and donors;

- Manages special events, ensuring that they are focused on increasing the visibility and credibility of the Delta Family Support Center; and building the strength of the donor database;
- Drafts, edits, produces, and track case for support, proposals, and solicitation and stewardship correspondence;
- Composes, edits, produces and coordinates internal and external fundraising communications;
- Oversees gift entry, acknowledgement and reporting;
- Oversees donor records and contact reports.

**Qualifications:**

A bachelor's degree; a minimum of three years of managerial development and solicitation experience; proficiency in Excel, Word, and Access software applications; track record in successfully cultivating donor relationships; prior experience in soliciting appropriate-level donor gifts; ability to work effectively and cooperatively with a volunteer team where independent, but collaborative styles are imperative; ability to effectively supervise another development professional; strong written and verbal skills; strong interpersonal skills and success with appeals and events management.