

## Development Director Job Description #2

**Supervisor:** Executive Director

**Responsibilities:** Working with the Executive Director and the Board of Directors, the Director of Development creates and implements strategies for maximizing revenue from all potential sources, with a particular focus on foundation, corporate, and individual giving.

**Duties:**

- Creates an Annual Development Plan that specifies fundraising strategies for maximizing foundation, government, and corporate grants, special events revenue, and individual donor contributions.
- Identifies grant possibilities from appropriate foundation and corporate sources; writes compelling, timely, and complete proposals that successfully meet the requirements of potential funders; develops and maintain contacts with current and potential funders; coordinates site visits; and prepares required reports.
- Works with the Board Development and Benefit Committees, and appropriate staff, to plan a number of special events throughout the year, including the Annual Fundraising Dinner; provides strategic direction as well as assistance with implementation as needed, so as to raise xx's public profile and to maximize giving.
- Helps lead the annual appeal for individual giving, and develops strategies for cultivating prospective donors, including performing research about prospective donors, so as to ensure that xx is as widely recognized as possible throughout the City, and so that the agency attracts the maximum interest and revenue from donors.
- Develops a grants tracking system that is complete and up-to-date, to allow for the regular monitoring of the status of each grant proposal; oversees database to track individual and corporate contributions, and utilizes this information to cultivate donors on an on-going basis, and for analytic purposes, so as to refine fundraising strategies in the future;
- Oversees the preparation of fundraising materials including annual reports, newsletters, pamphlets, and press packets, so as to effectively convey the agency's mission and goals.
- Works with appropriate staff to ensure that the agency website is attractive, contains appropriate graphics and accurate information, effectively conveys the agency's mission and goals, and utilizes up-to-date technology for fundraising purposes.

**Minimum Requirements:**

- Bachelors Degree and four years full time experience in fundraising and development work for a not-for-profit organization.
- Must possess excellent communication, writing, and computer skills and knowledge of New York City philanthropic community. Familiarity with supportive housing funding sources and fundraising databases, such as Donor Perfect, Fund-EZ, or Raiser's Edge a plus.

Salary commensurate with experience.