



Job Description

JOB TITLE: Director of Development

REPORTS TO: President and CEO

FLSA: EXEMPT – Full Time

SALARY RANGE: \$85,000 - \$97,500 per year

POSITION SUMMARY:

The Director oversees all fundraising and donor relations initiatives and manages relationships with our financial partners. The focus is on ensuring sustainable philanthropic growth commensurate with the needs of the organization by developing long-term relationships and soliciting donor prospects in a professional and collaborative manner which best represents the interests of the organization and the people we serve. While responsible for the overall organization, planning and execution of the fundraising and cultivation of donor relationships, the Director of Development also has oversight over Marketing and Public Relations functions and staff.

SPECIFIC JOB RESPONSIBILITIES:

- Identify, engage and cultivate relationships with new corporate partners, foundations and individual donors.
- Stewardship of existing donors; collaborate with development team members to cultivate prospective donors at all levels and develop strategies for identifying new market share.
- Develop and execute a comprehensive long-term fundraising plan in concert with agency President and CEO, adapting the plan annually to respond to current needs and trends.
- Develop and implement annual giving strategies, providing President and CEO, and key board leadership updates on progress.
- Primary liaison to the board Development and Marketing Committee.
- Secure major gifts for specific programs and general operating support, as well as capital projects as warranted.
- Exhibit the skills and comfort level associated with soliciting investment by major donors and shows a proven track record of securing major gifts.
- Actively engage President and CEO in high-level development efforts; regularly organize President and CEO presentations and meetings for donor prospects.
- As a member of senior management team, develop and achieve the agency's strategic goals pertaining to fund development and marketing.
- Oversee the Development team and ensure the positive execution of fundraising events, including sponsorship generation, volunteer management, marketing and public relations initiatives and donor management system management.
- Supervise the design, production and distribution of all development materials, including brochures, letters, inserts, invitations, scripts for special events, etc. Review marketing and public relations activities to assure that they are consistent with the development collateral materials.
- Write grants and work closely with outside/contract grant writers to identify potential foundation grant funding. Manage and administer grants including any requisite reporting to funders.
- Maintain awareness of trends, changing processes and technology in the development field which may influence the organization's development and fundraising efforts.
- Maintain giving records and ensure acknowledgement of all gifts in a timely fashion.
- Make frequent presentations to community stakeholders and provides opportunities for interested parties to tour the organization and make connections.

- Administer and manage donor acknowledgement and recognition and ensure that all promised donor benefits are delivered.
- Work with the President and CEO and members of the Board of Directors to identify, engage and solicit prospective donors.
- Maintain updated written office procedures for all fund development activities, inclusive of donor database management, event calendars, and present timelines for key development activities.
- Explore new and cost-effective ways to use all available media outlets to reach the community.
- Possess an understanding of social media and the strategic utilization of this medium to engage both existing and potential donors.
- An excellent communicator, the Director of Development must exhibit mastery of written and oral communications skills, articulating clearly and effectively to all audiences.
- Demonstrate a thorough understanding of the programs and services inherent to an organization supporting people of all abilities.
- Ability to recognize, understand and respect cultural differences and build an inclusive and equitable environment.
- Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: Clear record of success meeting or exceeding revenue plans; Demonstrated ability to identify, cultivate relationships with and secure gifts from new and existing donors; Personal organizational and time management skills needed to succeed in a fast-paced environment; Superior interpersonal skills, with the ability to develop high-quality relationships with a variety of constituencies, including Holy Childhood Board Directors, donors, prospects, staff and volunteers; Proficiency in basic Microsoft Office tools and user experience with customer relationship management software; Ability to apply an entrepreneurial approach to fundraising—to think creatively to develop strategies and identify “out of the box” opportunities to increase revenue. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor’s degree, solid knowledge of not-for-profit organization structure and governance. Five or more years of proven related experience.

EQUAL OPPORTUNITY EMPLOYER

The Rochester School of the Holy Childhood, Inc., does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please apply to: employment@holychildhood.org