

Job description

Position title

Director of Development

Reporting To

President & CEO

Position summary

The Director of Development is responsible for planning, organizing, and directing all fundraising activities for the organization including the development of a major gifts program, annual fund, planned giving, special events and capital campaigns. The Director is also responsible for shaping, managing and driving the implementation of an effective communications and marketing campaign to educate and cultivate community and donor support. As a member of the senior management team, the Director of Development participates in strategic planning and budgeting initiatives in addition to problem solving. The Director reports to the President & CEO and works closely with the Board of Directors in all development and fundraising endeavors. Current overall fundraising goal is \$1 million.

Duties and responsibilities

Annual giving

- Responsible for the development, implementation, management, and evaluation of all activities related to individual giving including mailings, annual fundraising drives and long-term capital campaigns.
- Responsible for the development of a Major Gifts Program, including research and identification of potential donors, developing the case for giving and developing and maintaining donor relationships.
- Meet with prospective donors and supporters on a continual basis to establish effective communications with them.
- Build a Planned Giving Program with a focus on deferred gifts such as bequests.
- Maintain gift recognition program including the supervision and management of the fundraising database and tracking systems as well as ensuring the timely distribution of gift acknowledgements and tax receipts.

Foundations, corporate and service club funding

- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs and other similar funds.
- Oversee grant seeking including research, proposal writing, and reporting requirements.

Special events fundraising

- Manage annual Light It Up Blue Aspen event including volunteer recruitment, support to the event committee, budget development and management, project plan development, management and evaluation, and solicitation of in-kind gifts and sponsorship.
- Provide leadership and direction to development staff responsible for developing and managing new fundraising events by participating in strategy development and problem-solving as required.

Marketing and communications

- Develop, implement, and evaluate the annual communications plan across the organization's various constituents. Oversee creation of publications to support fundraising activities.
- Manage the development, distribution, and maintenance of all print and electronic collateral including newsletters, brochures, website and social media.
- Manage all media contacts. Make public appearances/accept speaking engagements to share information about the organization within the community.

Human resource management

- Direct, plan and coordinate the work of the development staff including supervision and evaluation, training and team building.
- Organize and attend departmental meetings to maintain effective communication.
- Ensure adequate and qualified staff and volunteers to carry out fundraising activities.
- In consultation with the President & CEO, responsible for the selection, hiring, coaching, and discipline of the fundraising employees.

Committee work

- Serve as staff liaison to Board Development Committee.
- Participate in Board of Director meetings, when appropriate.
- Participate in local fundraising professionals meetings (e.g. DEVO) and any other community service organizations deemed appropriate.

Qualifications

- A bachelor's degree plus 5+ years work-related experience in marketing, fundraising, nonprofit management or related field.
- Outstanding verbal and written communication skills, sales and marketing, volunteer management and development experience.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Detail oriented, adaptable, organized and able to successfully manage multiple projects and tasks.
- Be organized and exhibit "follow through" on tasks and goals.
- Strong interpersonal skills, the ability to supervise and motivate volunteers and staff.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Strong analytical and problem solving skills.
- Ability to work independently, set priorities, delegate and meet deadlines.
- Must be a team player.
- Prior experience in strategic planning and budget development and management required.
- Excellent computer skills including word processing and database management.
- A deep understanding of the non-profit, voluntary and social services sector.
- Ability to work flexible hours. Some evenings, weekends and extended hours for meetings and events required.
- Access to a vehicle for travel throughout local community.
- CFRE certification is an asset.

Compensation & Benefits

- Compensation will be competitive and commensurate with experience and other qualifications.
- Employee Benefits include: Business Casual Work Environment, Health Insurance, Dental & Vision Insurance, Disability Insurance, Life Insurance, Vacation, Direct Deposit, Employee Assistance Program, and more!

Application

- E-mail resume to Maureen Muller at Ascendigo Autism Services: mmuller@ascendigo.org.