



Development Job Description

Example 1

Development Manager

Under the supervision of the Chief Development Officer (CDO), the Development Manager is responsible for all administrative aspects of development and communication activities, focusing on management of the donor database system and directly supporting the CDO. The Development Manager plays an important role by providing administrative support to the development office and participating in all fundraising activities including donor relations, marketing, direct mail appeals and donor events. This position is exempt.

KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

Fund Development

- Process donations and prepare acknowledgement letters and other correspondence.
- Create monthly fundraising reports and dashboards.
- Send appropriate documentation to process credits to donors.
- Manage relationships on the database and communicate accordingly with various stakeholders (Board of Directors, Chief Executive Director and the Chief Development Office) for updates; maintain individual donor files on the database and server.
- Conduct preliminary research on prospective corporate, foundation and individual donors and assist in the relationship management of individual donor and major gift strategies.
- Reconcile donations with the Finance Department at least monthly.
- Handle all administrative details associated with the Development Department and other department meetings as needed (prepare and distribute notices, agendas, minutes, etc.).
- Coordinate productions and mailing of spring and year-end appeal letters.
- Other duties as assigned by the Chief Development Officer.

Events and Volunteers

- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising and other donor events.
- Collect and track volunteer hours.
- Organize quarterly volunteer events in collaboration with the Development Department.
- Prepare media materials for distribution (i.e. copying, filing, mailing, e-mailing).
- Assemble media and donor kits for events and meetings as needed.



SKILLS/ KNOWLEDGE PREFERRED:

- Four-year degree from an accredited college or university, or equivalent experience.
- Data entry experience.
- Demonstrated organizational skills, especially a strong attention to detail.
- Customer service experience; must be extremely professional and able to resolve all minor conflicts.
- Strong communication skills with staff, donors, board members and members of the greater community.
- Strong oral and written communication skills.
- Ability to work in a fast-paced environment.
- Ability to multi-task and demonstrate good follow through skills.
- Strong ability to follow systems and procedures.
- Ability to use computer software to design donor-centric marketing pieces.
- Experience with database software.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- While performing the duties of this position, the employee is regularly required to talk or hear.
- The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls.
- The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the



minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Example 2

Director of Development

Under the direct supervision of the Chief Executive Officer (CEO), the Director of Development’s primary role is to generate income through fundraising activities including foundations, corporations and individual donors within the community as well as management of special events and an annual campaign. Provide writing support for foundation and corporate grant requests, stewardship and acknowledgement of donor gifts. This position is exempt.

KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

Leadership

- Work with the CEO and Board of Directors to develop goals and strategies related to fundraising, marketing and special events.
- Train staff, executive, board members and volunteers in philanthropic giving solicitation techniques. Serve as an information resource on all fundraising issues.

Strategic Planning

- Working collaboratively with the CEO, staff and Board, develop and organize an annual Fund Development Plan and calendar to coordinate all fundraising and marketing activities that maximizes resources and results.
- Research and identify individual prospects for solicitations to increase donor base. Prepare background reports on donor giving and interests and develop proposals for donor consideration.
- Develop guidelines for planned giving, fundraising, and marketing campaigns.
- Evaluate overall results of the Fund Development Plan and recommend modifications or new approaches to support successful achievement of development goals.

Fund Development

- Cultivate potential major gift prospects, develop proposals and conduct solicitations of individual donors.
- Collaborate with CEO, Board of Directors, staff and volunteers to engage them in donor solicitations based on donor interests, personal relationships, expertise or other criteria.
- Plan and implement fundraising and special event activities.
- Manage fundraising and special event expenses within budget.



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- Manage record keeping for planned gift donors, assuring effective administrative and operational support functions are in place. Manage donor database.
- Keep current with laws, statutes, fundraising materials and organizational literature.
- Write grant proposals for foundation support as needed.
- Recognize contributions with acknowledgement letters and special recognition events.

Partnership Development

- Develop partnerships with donors, community leaders, and related organizations.
- Work closely with the Board and staff to determine best audiences and approaches.
- Develop strategic alliances with donors, prospects, attorneys, financial advisors, accountants and others with an interest in fundraising opportunities.
- Develop partnerships with community organizations and agencies, as appropriate.

Marketing and Public Relations

- Develop and maintain public relations to increase the visibility of programs, services and activities within the organization and the community.
- Create materials to promote upcoming events and programs including flyers, posters, brochures, public service announcements, monthly newsletter, etc.
- Conduct face-to-face presentations.
- Prepare correspondence, proposals and reports.
- Develop fundraising materials to support solicitations and increase understanding of philanthropic gifts.

RELATIONSHIPS:

Internal: Maintains oral and written contact with the CEO, Board of Directors, staff, and volunteers to receive/provide information, discuss issues, explain guidelines/instructions, provide direction and advise/counsel.

External: Maintain oral and written contact with external groups, donors, prospects, media, and others to achieve program goals and objectives, manage costs, share information, and resolve problems, as well as for obtaining referrals and help in solving technical issues. Frequent contact with community members including financial planners, accountants, and law firms to maintain current knowledge in the field and to discuss donor interests and appropriate giving methods.

ADDITIONAL RESPONSIBILITIES:

High energy level, comfortable performing multi-faceted tasks in conjunction with day-to-day activities. Ability to get along with diverse personalities, tactful, mature



and flexible. Good reasoning abilities and sound judgment. Excellent oral and written communication skills.

SKILLS/ KNOWLEDGE PREFERRED:

- Four-year degree from an accredited college or university, or equivalent experience.
- A minimum of five years work experience in relevant fundraising activities and a proven track record of accomplishment in this area.
- Excellent interpersonal skills and the ability to work with all types of people.
- Strong communication skills, both oral and written.
- Ability to establish and maintain effective working relationships with staff, board, volunteers, community groups and other related agencies.
- Knowledge of accessing and utilizing donor databases.
- Working knowledge of proposal preparation, reporting and solicitation.
- Ability to work independently.
- Demonstrated ability in working with donors, volunteers and community leaders.

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