

# Director of Development

## Jackson Campus

**General Job Summary:** The Director of Development provides coordination and oversight of all fundraising and communication activities, including but not limited to: individual and major donor giving, planned giving, event planning and implementation, constituent relationship management, and donor cultivation. The position will also be responsible for the design and implementation of statewide communications initiatives that promote the services that Methodist Children's Homes provides.

**Supervisor:** The position reports to the President and serves as a member of the senior leadership team. This position participates with the Board of Directors, President and other staff in charting the direction of the organization, assuring its accountability to all its constituencies, and ensuring its effective operation. Outside the agency, the position coordinates, primarily, with volunteers and the media.

### **Essential Functions:**

- Execution of a comprehensive development program and communications plan.
- Coordination of corporate and individual donor giving, direct mail, annual giving, and capital campaigns.
- Assistance in the development and submission of grant proposals.
- Research on individual, corporate, foundation and individual prospects.
- Coordination of special events and community outreach activities.
- Attendance at Board meetings, serving as a liaison to the Development Committee, and working with individual Board members to develop their donor prospect lists and pursue solicitation.
- Management of donor database and all records, files and gift processing.
- Oversight for donor acknowledgment letters and appreciation activities.
- Compliance with all relevant regulations and laws, maintain accountability standards to donors and ensure compliance with the code of ethical principles and stands of professional conduct for fundraising executives.
- Preparation of annual fund/development budget and program analysis, and development reports.
- Promotion and production of communication efforts through letters, newsletters, e-newsletters, magazine, annual report, website, etc.
- Content updates for social marketing media (e.g. website, Facebook, LinkedIn, Youtube, Twitter, etc.)

### **Qualifications:**

#### **Knowledge & Experience**

- Must be twenty-one (21) years of age
- Must possess a Bachelor's or Master's Degree with a minimum of four(4) years of demonstrated success as a fundraising and/or communications professional within a non- profit setting.
- Demonstrated success with foundation, corporate, individual and major gifts and in promoting a non-profit organization and its services to its constituency and the broader community.
- Experience developing and maintaining productive working relationships with board members, donors and other organizational stakeholders.
- Excellent verbal and written communication skills and effective problem solving skills.
- Strong organizational and multi-tasking skills.
- Knowledge of web design and graphic applications and social media preferred.
- Ability to work as a leader and as part of a team.
- Commitment to the mission and vision of the Methodist Children's Homes.
- Demonstrated successful experience writing press releases and making presentations.
- Out-of-town, overnight travel is required.

#### **Skills/Working Conditions:**

- Must maintain valid Driver's License and an acceptable driving record
- Must be insurable by Methodist Children's Homes insurance carrier
- Must be able to work flexible schedule and shifts including overnights, weekends, holidays and extended periods of time.
- First Aid, CPR, Universal Precautions, and medication administration.
- Must be able to work in a fast paced, high pressure, high stress environment.

#### **Physical Requirements**

- Must provide a negative drug screen result prior to employment.
- Must pass a pre-employment physical and TB test and on-going physical assessments as required
- Have the ability to demonstrate organizational, management, and leadership skills.
- Have the ability to generate multiple solutions to meet the changing needs of clients, staff, and communities
- Have the ability to communicate professionally, in both verbal and written formats, with consumers, including, but not limited to parents, supervisees, colleagues, and community service providers.

**I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION**

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Employee Signature

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Date