

# Sample Job Descriptions for Position of Director of Development

*(The following job description samples should be reviewed and customized by your organization to meet the needs and nature of the organization.)*

## **SAMPLE 1**

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### **Job Description - Director of Development**

The Development Director will be responsible for developing and implementing the development strategy for the Washington, D.C.. Reporting to the Executive Director, the Development Director will be responsible for achieving the sites fundraising goals and engaging sponsors in ongoing service activities. This includes leveraging key relationships and contacts within and outside of the City Year Network to ensure meeting site revenue goals.

#### **Responsibilities:**

- Create and implement annual development plan and strategy
- Lead and manage the site's overall development efforts to raise an annual budget of 2 Million dollars
- Train and lead other staff to support fundraising and marketing efforts
- Cultivate and nurture relationships with current and potential corporate & foundation sponsors, and individual donors
- Manage City Year's Team Sponsorship program, which includes identifying and securing Team Sponsors, and engaging them in ongoing service opportunities
- Write grant proposals and reports to corporate, foundation, and government funders
- Develop and grow our individual donor base; manage annual giving campaign; cultivate major gifts
- Develop and implement comprehensive marketing and public relations strategy
- Develop and manage site Board fundraising capacity
- Work in partnership with the City Year network to develop multi-site, regional and national sponsors

#### **Education:**

- Bachelor's degree and/or equivalent prior experience. Understanding of community/national service and education a plus.

#### **Qualifications:**

- 5-10 years of direct sales or business development experience in a service industry or with a non-profit; emphasis on corporate sponsorships or corporate sales is a plus
- Proven track record of achieving revenue targets and/or a quota of over \$1M annually
- Proven management and leadership capabilities
- Experience working with Senior Level executives in a corporate environment (C-level/VP)
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to prospect, cultivate, and manage new accounts
- Strong partnership-building and event planning skills
- Thorough understanding of all components of a diversified funding base
- Good computer skills and knowledge of data base programs

## **SAMPLE 2**

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### **Job Description - Director of Development**

\_\_\_\_\_ seeks a Director of Development based in New York. This position reports directly to the SVP of Development and Communications.

#### **GENERAL PURPOSE OF THE JOB:**

Plans, directs, and coordinates all headquarters-based Development activities, major fundraising activities and special projects, by performing the following duties personally or through subordinates.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Regular duties include the following. Other duties may be assigned.

On an on going basis:

1. Fund Raising – Establishes short- and long-range goals for unrestricted funding sources and enlists support from members of institution staff. Strategizes and orchestrates methods of approach to institutional donors. Researches public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding. Works with program staff to develop funding related projects. Organizes individual donor campaigns (e.g., major donors, direct mail and board of trustees). Organizes solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.
2. Major Gift/Donor Support – Produce major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.
3. Planned Giving Program – Track progress of pending Legacy and Bequest gifts. Fulfill requests, produce correspondences and encourage partial/early disbursement where appropriate.
4. Database and Records Management – Supervises and coordinates activities of workers engaged in maintaining Raiser's Edge and paper records of contributors and grants. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed. Manage any related vendors.
5. Development & Public Relations – Supervises most development and public affairs matters, particularly the creation of various communications such as the annual report, general boilerplate, general PowerPoint presentations, government relations, executive correspondences and speeches. Produces general content for website.
6. Unrestricted Income Financial Reporting – Maintain accurate accounting of all unrestricted income and its sources. Interface with team and Finance to fulfill information requests and maintain reporting accuracy.
7. Dedicate on-going attention to personal professional development through trade organization networks.

#### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises three employees in the Development Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **Additional Qualifications:**

Minimum of 5 years. of direct Corp/Foundn fund raising experience. Strong annual report, newsletter and grant writing skills.

## **SAMPLE 3**

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### **Job Description - Development Director**

The Development Director will be responsible for helping the Director and other staff to maintain and expand ERI's funding from private foundations, as well as to develop new sources of income from individuals, events, and governmental grants, among others. Under the primary supervision of the Director, the Development Director will be responsible for the following tasks:

1. Engaging in research to identify new individual, foundation, and government prospects.
2. Maintaining and expanding ERI's funding database.
3. Evaluating marketing options for ERI.
4. Developing, coordinating and implementing a new high donor program for ERI.
5. Helping to develop, coordinate, maintain and implement the annual fundraising plan.
6. Writing fundraising letters and appeals; maintaining regular correspondence with foundations, donors, and board members; overseeing mailings.
7. Helping to plan events.
8. In consultation with program staff and the Director, preparing drafts of grant proposals and reports.

### **Additional Qualifications:**

The ideal applicant will have the following qualifications:

- \* At least 4 years of nonprofit fundraising/development experience, preferably with significant foundation and high donor fundraising experience.
- \* Familiarity with human rights, environmental, international, and/or development issues; familiarity with legal and campaign strategies.
- \* Excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events.
- \* Excellent written communication, research, and organizational skills.
- \* Ability to develop and manage budgets and prepare financial reports.
- \* Computer literacy, with experience with fundraising databases preferred.
- \* Interest, enthusiasm, and affinity for fundraising and working with people.

The successful applicant will work well in multicultural teams and with diverse constituencies. S/he will be self-motivated, work well under pressure and be able to handle several projects at one time. S/he will have good judgment and, ideally, a sense of humor.