

JOB DESCRIPTION

Job Title: Director of Development
Classification: Salaried, Full-Time, Exempt
Department: Development
Reports to: Chief Executive Officer

Job Summary: The Director of Development has overall responsibility for planning and implementing the agency's development efforts, including publications and Public Relations, fundraising for annual support, deferred and planned giving, capital projects and endowments, the timber initiative as well as supervision of the church constituency program. Because it is a salaried, exempt position, there will be times when the responsibilities of the job require night and weekend work.

Duties and Responsibilities:

1. Directs all aspects of the development program, including annual fund, special events, memorial fund, major gifts, capital funds projects or campaigns and planned giving.
2. Regularly interacts and maintains good relationships with donors, pastors, Presbyterian Women and churches.
3. Creates annual development and communications plan and monitors progress toward objectives aligned with the Strategic Plan and Goals.
4. Identifies potential donors and works to involve them in the mission of the Agency. Researches and prepares presentations and proposals to prospective donors (individuals and businesses).
5. Researches and writes and/or edits grant and funding proposals submitted to foundations, corporations, etc. Makes reports to grantors and other funders.
6. Maintains current information on funding sources, including foundations, corporations and individuals. Documents donor interactions in Raiser's Edge.
7. Oversees the creation and maintenance of the development department budget. Uses professional due diligence when working with vendors.
8. Writes and/or edits external internal and external communication tools including brochures, direct mail, newsletter and such other promotional pieces, as needed.
9. Organizes and coordinates all special events including Turkey Trot 5K, Pink Hat Day and other events.
10. Resources the Development Committee and develops intentional relationships with board members.
11. Ongoing implementation of planned giving program and timber initiative.
12. Supervises development staff and coordinates department efforts.
13. Responsible for the overall management of donor records.

14. Leads development and maintenance of the Agency website and social media.
15. Serves as a member of the Executive Team and CQI Council.
16. Participates in CQI activities, as assigned.
17. Other duties as assigned.

Essential job functions: *Duties 1-16 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.*

Professional Skills and Personal Characteristics:

1. Dedication to confidentiality in all areas and in all dealings
2. Be a person of high morals and integrity, both personally and professionally
3. Have a willingness and desire to work as a team
4. Be a positive advocate for the Agency and honor its mission in all dealings
5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions
6. Be professional and enthusiastic at all times; have a professional appearance.
7. Highly organized with an attention to detail
8. Exhibits responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
9. Communicates effectively verbally and in writing

Minimum Qualifications:

1. Bachelor's degree
2. Five years of experience in fundraising
3. Passion for the Vera Lloyd mission
4. Have working knowledge of Raiser's Edge or similar fundraising software
5. Follow all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally
6. Adhere to all Agency policies and procedures
7. Demonstrate necessary knowledge and skills to perform the job duties, keeping current with new and best practices
8. Successfully pass random drug screenings
9. Basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary
10. Possess a valid driver's license and meet all criteria set forth in the DHS' vehicle safety program.
11. Day, night and weekend work as required
12. Ability to supervise and train

Preferred Qualifications:

1. Master's degree
2. More than five years of experience in all areas of fundraising, including annual giving, planned giving, grant writing, special events and relationship building
3. Proven success at fundraising
4. Nonprofit experience
5. Member of Arkansas chapter of AFP
6. CFRE
7. Supervisory experience

Other:

1. This position will have a six month probation period.
2. This position description will be reviewed annually as part of an annual performance evaluation.
3. Regular and consistent attendance is a condition of continuing employment.

The specific duties associated with this position may be modified to meet the changing needs of the Agency. You will be notified if there are changes in the tasks associated with this position.

PERFORMANCE STANDARDS

Director of Development

Solid performance will be demonstrated when:

1. Continued efforts to strengthen relationships with churches and PW Groups through personal visits and show measurable results in terms of donations.
2. The donor database is 95% accurate; accurate development reports are prepared in a timely manner for the board meetings and for the Financial Office.
3. Gift acknowledgements are accurate and mailed to donors within four days. All contributions and donor correspondence is professional and appropriate.
4. Fundraising activities successfully meet the financial goal and Development plan objectives.
5. Ten new donors are introduced through individual contacts.
6. The development budget meets revenue projections.
7. Three issues of the newsletter are prepared and mailed on schedule.
8. Three mailings in support of general operating funding are prepared and mailed on schedule.
9. The website is meeting the goals of education, informing and motivating leaders to support the mission of Vera Lloyd.

*Vera Lloyd Presbyterian Home & Family Services, Inc.
is an equal opportunity employer and provider.*