Position: Director of Development  
Location: Office, possible Hybrid Remote  
Education: 4 Year Degree  
Experience: 10+ years of fund development experience  
Reports to: Executive Director  
Annual Salary: $85,000-105,000

**POSITION OVERVIEW**
The Director of Development collaborates with the Executive Director to establish and achieve the organization's fundraising strategies and objectives. This position is accountable for the strategic planning, direction, development, and leadership of the agency's Development program to support the agency's total annual operations, as represented by the budget. This position oversees interactions with all funding partners, including event planning, donor cultivation, and relationship building, as well as supervises opportunities for financial assistance through grants and sponsorship for FPOC's daily operations and capital campaign projects.

**JOB OBJECTIVE/PURPOSE**
The Director of Development will solicit charitable donations to sustain FPOC's financial goals and mission by evaluating and forecasting the organization's current and future fundraising needs, cultivating and maintaining donor relationships, and identifying grants and sponsorships, and supervising the application and for these important revenue streams.

**AREAS OF RESPONSIBILITY**

**Fundraising:**
- Help establish annual dollar and activity goals and milestones for all streams of revenue.
- Inspire and work with campaigners to reach their full potential.
- Show pride in the organization; never be afraid to ask for a donation.
- Develop individual and corporate donor partners, foundation funding, and congregational partners.

**Stewardship:** Asks are made, and donors are thanked.
- Friendship and stewarding efforts to volunteers and donors are genuine.
- Be personable and kind to all.
- Exercise discretion and integrity with sensitive donor information.

**Events:**
- Establish goals for each event and create the blueprint for success.
- Lead and provide project management to volunteers and vendors to realize the shared vision.
- Organize the chaos to eliminate risk and increase impact.
- Always let them see you smile and wear comfortable shoes.
Communication:
- Ensure the marketing and accounting departments are in sync with events, campaigns, and reports.
- Communicate with stakeholders the Club’s successes and challenges.
- Be honest and authentic, a team player.

THE APPROACH
- **You love people** and thrive on making simple connections that brighten a day for someone. No detail is lost on you. Greeting cards are your best friend and you are diligent to make sure someone is thanked, or a birthday wish is extended.
- **Your organizational skills are legendary**, and you know where every piece of data is stored, what the data means, and how to report it to others. Juggling multiple tasks comes easy to you and your system keeps things from slipping through the cracks.
- You live for parties and events and know how to get the biggest bang for the buck. The memory of them lives on forever for your guests.
- While you may be accused of mindreading, **your ability to communicate deeply and effectively** provide you with the ability to anticipate needs, forecast challenges, and brainstorm solutions before most fires erupt.
- Your style and passion for design **create memorable communications**, newsletters, emails, and reports that inform and uplift. Your attention to details catches the potentially embarrassing spelling and grammatical errors before they go out.

PRIMARY RESPONSIBILITIES
- Forecast, develop, and implement a comprehensive fundraising strategy to solicit charitable contributions.
- Establish both short-term and long-term objectives for the organization’s fundraising efforts.
- Plan fundraising activities that effectively convey the organization's mission.
- Guide the gift administration program to guarantee the integrity of the donor database, gift recording, and recognition processes.
- Provide donor-focused customer service and represent FPOC professionally and positively at community networking events and activities.
- Establish objectives and metrics to evaluate the efficacy of new and existing tactics for external and internal reporting.
- Analyze the impact of indirect fundraising tactics on donor engagement.
- Facilitate presentations for the Executive Director with stakeholders, community groups, potential donors, clergy, and potential faith-based partners.
- Direct the annual fund program, including mailings, and annual fundraising drives.
- Coordinate capital campaigns and other major fundraising drives.
• Responsible for all special events.
• Manage communication for all donor activities.
• Organize all donor recruitment and retention efforts.
• Grow major gifts program including identification, cultivation and solicitation of major donors.
• Responsible for planned giving program.
• Coordinate recognition programs for volunteers and donors.
• Oversee Congregational Development, including thanking, training, and meeting with volunteers/donors from network congregations.
• Present and speak on behalf of the organization at community events.
• Responsible for overseeing donor software and tracking systems.
• Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

• Proficient in soliciting sponsors.
• Knowledge and experience with CRM systems.
• Competence with social media platforms and their application to fundraising efforts.
• Expertise and utilization of fundraising best practices.
• Strong writing abilities, including proofreading and editing content.
• Self-motivated with the capacity to work well independently and as part of a team.
• Be organized.
• Have extensive computer experience related to project and database management.
• Communicate progress, organizational focus and future objectives to the Board, Foundations, and others inside or outside of Family Promise.
• Build relationships with foundations, corporations and individual donors.
• Follow-through on commitments.