



POSITION DESCRIPTION

TITLE: Development Director
REPORTS TO: Executive Director
CLASSIFICATION: Contractor – 1099
TIME: 15-25 Hours Per Month
EFFECTIVE DATE: January 2022

POSITION SUMMARY: (Short summary of the essential purpose of the job)

The Back to School Clothing Drive (BTSCD) development director has primary responsibility for sourcing revenue in support of the organization's goals and objectives. The development director will plan, execute, and maintain comprehensive fundraising and grant programs in support of the mission and vision established by the board of directors. The development director will use a collaborative, results-driven work ethic to achieve all fundraising goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Duties that occupy a major portion of time and importance in the job.)

Development Strategy

- Work collaboratively to develop and implement an annual fundraising plan
- Develop and coordinate fundraising activities in support of fundraising goals
- Aggressively seek new funding sources, relationships, and partnerships, and deepen relationships with existing donors
- Produce high-quality, compelling funding proposals
- Identify avenues of financial and in-kind support
- Source individual donors that identify with BTSCD's mission

Development Management

- Work with grant writer(s) to ensure coordinated submission process
- Develop and maintain an integrated fund development and grant application calendar
- Develop fundraising policies in accordance with applicable regulations
- Perform administrative functions to ensure compliance and effective program evaluation
- Monitor development budgets and expenditures
- Work with executive director and grant writer(s) to produce reports and maintain records
- Maintain donor relationships and donor database

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIRED (Minimum education and experience needed to perform the job adequately.)

- Bachelor's or master's degree in philanthropy, marketing, public relations, nonprofit management, or related field
- Five-seven years fundraising experience including knowledge of annual giving, foundation and corporate solicitations, grant administration, communications, and special events
- Proven track record in fund development and grant writing including local and state government and capacity-building proposals to corporate and private foundations
- Sound organizational skills and ability to work well under deadline
- Thorough understanding of national and state funding sources
- Proficiency with Microsoft Office and fundraising/donor databases

PREFERRED KNOWLEDGE AND SKILLS

- Certified Fundraising Executive (CFRE) or similar designation
- Proficiency/familiar with Salesforce customer relationship management system

RESPONSES

Submit resume, prospectus, or related information outlining qualifications and contract requirements to Executive Director Karl Gentles at karl@btscd.com, by December 20, 2021.

ADA SPECIFICATIONS (Physical demands that must be met in order to successfully complete the essential functions of the job.)

This position is largely sedentary in nature, however, one must be able to speak, see, hear, and write, as well as use a computer and lift up to 15 lbs. Local or national travel may be periodically required.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.