



Job Title: Development and Corporate Relations Director

Reports to: Chief Executive Officer

Job Description Updated: February 8, 2021

Purpose:

This position is responsible for providing leadership to create, manage and evaluate agency donor development (traditional and corporate), marketing and communications. This Director of Development and Corporate Relations serves on the Leadership Team and assists the Chief Executive Officer (CEO) with agency direction, strategic planning, corporate relationship development, public speaking engagements, volunteer efforts, grant research and writing and major fundraising initiatives and events.

Job Responsibilities:

Assists the CEO and CFO in developing the annual budget and business plans for the Development Department; Assures that plans, timelines and accountability are in place and monitored for department activities; Communicates progress of goals and identifies problems with solutions along the way; Creates tour opportunities for businesses, civic groups, churches etc. Leads and guides tours as scheduled; Identifies potential individual, corporate and other donors; Helps to create a new business plan for revenue generation separate from events and traditional fundraising activities; Creates strategies (events and campaigns) and implements plans for operations, annual funds, planned giving, and endowment; Oversees donor acknowledgments and recognition activities; Collaborates, designs and manages publications: Annual Report, monthly e-newsletter, brochures, event graphics and publications, campaign graphics; Creates social media platforms that integrate into a larger marketing strategy; Board of Directors liaison, lead communication (meeting prompts, editing minutes, managing electronic voting etc) and scheduling of board meetings and retreats; Advisory Board liaison, lead communication and scheduling of meetings and retreats; Collaborates with marketing committee to ensure messaging is consistent; Assist in grant research for foundations, proposals, tracking, reporting and writing.

Preferred Knowledge:

Strong leadership, communications, writing and presentation skills; Ability to create gift generation from beginning to close; Knowledge of Microsoft Office Suite, and Adobe Creative Cloud; Knowledge of Donor Perfect software; Knowledge of auction software; Outgoing and engaging community presence and network.

Minimum Training:

Bachelor's Degree (marketing, business or non-profit management)
Supervisory experience
Non-profit experience preferred but not essential

Preferred Training:

Master's degree (marketing, business or non-profit management)
Certified Fundraising Executive
Non-profit work with children's causes

Key Performance Factors:

Balanced, diversified and effective fund development plan in place
Annual Fund, Corporate support (not related to event sponsorship)
New funding sources are developed and current sources are maintained
Increase in Fundraising dollars and corporate relationships
Increase Board engagements