

**JOB DESCRIPTION**

**TITLE: Director of Fund Development**

**CLASSIFICATION: Exempt**

**DEPARTMENT: Fund Development**

**WORK LOCATION: 100 Billingsley Road**

**REPORTS TO: Executive Director**

**SUPERVISES: Grant Writing & Support Coordinator**

**JOB REQUIREMENTS:** Requirements for this positon include a minimum of five years of experience in professional fundraising. The successful candidate must have a proven track record in developing and implementing strategic fundraising plans with goals, objectives, timelines, and evaluation of results in organizations with budgets greater than $10,000,000. Additional position requirements are a Bachelor’s Degree or a higher level of formal education in a related field such as communications, marketing and/or fund development.

**ESSENTIAL JOB FUNCTIONS:** The Director of Fund Development is responsible for planning, organizing, implementation and directing all of Anuvia’s fundraising activities. This staff member works closely with the Executive Director and Board of Directors in all development and fund raising endeavors. Specific responsibilities may change from time to time at the discretion of the Executive Director. This position requires the development and implementation of a measurable annual development plan to attract and retain a broad base of support for Anuvia fund development activities to include developing and managing all aspects of a capital campaign for agency expansion. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

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| **Essential Job Functions** |
| **Fundraising:*** Works with the Board Development and Public Relations Board Committee and the Executive Director

 to develop strategies to initiate and meet aggressive fundraising goals.* Develops, implements and manages all agency fundraising activities including but not limited to gifts or

 funding from individuals, major donors, corporate donors, planned giving, endowments, workplace  giving, grant makers, annual fund raising initiatives, special events and other fundraising projects or  solicitations.* Manages all strategies and activities for donor cultivation, solicitation, and relationships.
* Maintains contact with public and private foundations, corporations and government funding sources

 and develops/oversees grant proposals. * Assists the Board and Executive Director with researching and recommending potential Board members

 who have the ability to contribute to fund development.* Collect success metrics and report to Board of Directors and Executive Staff Team

**Donor Relations*** Enhances the donor base and in-house tracking system.
* Manages and maintains the fundraising database and tracking systems, including detailed tracking of

 funding opportunities.* Ensures all potential donors, donors and community partners are kept up to date regarding agency

 activities and events.* Organizes relationship building and donor appreciation activities.

**Communications:*** Develops, presents and implements a communications plan that supports fund development.
* Identifies and targets audiences with this communications plan.
* Develops collateral in-house or through contractors/vendors.
* Collects success metrics and reports outcomes regarding fund development.

**Staff Supervision:*** Interviews and recommends selection of candidates for vacant positions.
* Trains and evaluates direct reports.
* Coaches, mentors and encourages direct reports.
* Supervises and provides direction for direct reports.
* Manages workloads of direct reports, and assigns specific duties.
* Enforces organization policies and procedures, and health, safety and security rules.
* Handles direct reports’ complaints and grievances.
* Administers corrective action to direct reports when appropriate.
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