



Job Title: Director of Development
Department: Advancement

Status: Full Time / Exempt/ 12 Months
Reports To: Vice President of Advancement

SUMMARY

The Director of Development, in conjunction with the VP of Advancement, will be responsible for developing, implementing, and maintaining systems that ensure the successful and effective implementation of the organization's annual development plan. The candidate will provide executive level support to the VP of Advancement and will successfully work with advancement colleagues to ensure the fundraising operation runs at optimum efficiency to meet organizational goals.

The successful candidate will be curious, driven, organized and a firm believer in the importance of quality data and systems management. The Director of Development will lead all development department functions including, but not limited to: prospect identification, case for support creation, solicitations, acknowledgments, database management, coordination of appeal mailings and other related mailings, donor research, grants and special events. Preference will be given to candidates with knowledge of Communities In Schools of Charlotte-Mecklenburg's work and a belief in our mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Construct, articulate, measure and implement an annual strategic fundraising plan designed to achieve \$8.1M in revenue; revenue targets will increase in subsequent years.
- Maintain the VP of Advancement's fundraising calendar and assist in planning donor appointments, board meetings, conferences, etc.; attend meetings and keep notes, receive and screen correspondence and redirect as appropriate.
- Ensure that financial and in-kind prospects and donors are appropriately cultivated, solicited and stewarded by fundraising staff, VP of Advancement, and the President and CEO on an ongoing basis in accordance with the annual fundraising plan.
- Increase diversified revenue streams; especially in the individual/family foundations category (minimum 20% of total revenue base) and among culturally-diverse donors.
- Oversee fundraising team's day-to-day activities associated with the annual fundraising calendar, financial certifications and licenses, grant deadlines, proposals, interim and final funder reports, donor relations and acknowledgements, fundraising events and donor stewardship protocols.
- Provide supervisory oversight of the fundraising team including, but not limited to setting expectations for performance and goal setting with evaluations performed on a semi-annual basis.
- Serve as the fundraising staff subject matter expert on the Finance Committee of the Board of Directors.
- Lead fundraising activities within budget constraints, using effective budgetary planning, tracking, reporting and forecasting techniques.
- Ensure reporting systems are complete, efficient, accurate and monitored for quality control. When appropriate, support the acquisition, installation and training of new software packages.
- Maintain all contracts and lead negotiations with various vendor relationships utilized by fundraising office.
- Oversee research of funding sources and trends, with foresight, to help position the organization ahead of major funding changes or trends
- Monitor all donor information; provide and present statistical analysis to board and senior leaders
- Monitor and report regularly on the progress of the development program

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to handle, feel and keyboard; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; stoop, kneel, or bend. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.

QUALIFICATIONS

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, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- Bachelor's degree required, Master's preferred
- 5-plus years of professional experience in supervisory roles
- Demonstrated success leading a diverse, multi-million dollar fundraising operation (managing and growing multiple donor sources)
- CFRE certification preferred
- Project management related credentials are preferred
- Proven understanding of fundraising best practices
- Strong organizational and time management skills with exceptional attention to detail
- Ability to impose structure, process and procedure in order for team to achieve goals
- Skilled at breaking long-term strategies into a series specific, short-term plans
- Ability to lead others and to create methodologies for maintaining progress and productivity in the face of distractions
- Skilled at aligning and realigning dynamic variables into the most productive plans possible; an innate ability to lead colleagues in how to be both flexible and to get things done
- An affinity for data and analytics; the ability to see patterns and connections among the data, then to leverage that information to positively affect revenue generation
- Strong written and verbal communication skills; ability to write clearly and concisely, highly articulate and persuasive.
- Ability to take initiative, set priorities and work independently with minimal supervision.

TECHNICAL SKILLS:

- Advanced use of Microsoft Office products including Excel, Word and PowerPoint.
- Strong computer skills
- Familiarity with donor management software, Raiser’s Edge preferred.
- Experience with project management principles and tools (Smartsheet, MS Project or other project management tool) preferred.

WORK ENVIRONMENT

The position is located within the Charlotte Mecklenburg area. Regular and satisfactory attendance and punctuality are required.

Criminal background, financial credit check, drug test and a driving record check required.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by the VP of Advancement as required.

Employee _____ Date _____ Supervisor _____ Date _____