

<b>Job Title:</b>	Director of Development
<b>Department:</b>	Development Department
<b>Supervisor:</b>	Chief Executive Officer
<b>Supervises:</b>	Executive Assistant and Grants Manager
<b>FLSA Status (Exempt or Non-exempt):</b>	Exempt

**Position Summary:**

The role of the Director of Development is to oversee and manage all fundraising initiatives of the organization. (S)he is directly responsible for the development and implementation of the annual giving campaign, including cultivating and maintaining relationships with new and existing donors, cultivating corporate sponsorships, and in conjunction with Grants Manager, researching and writing grant proposals. The Director of Development is responsible for managing the organization’s annual signature luncheon and annual fund drive, as well as other donor-focused events. As a member of the leadership team, (s)he guides strategic planning and budgeting initiatives relevant to fundraising and grants. Additionally, (s)he develops and works collaboratively with other team members to implement marketing and communications plans and strategies relevant to fundraising for the organization.

**Essential Functions:**

- Develop strategies for donor cultivation, communications, and stewardship and engage current, lapsed and prospective donors.
- Manage the annual Luncheon and Oyster Festival, including but not limited to organizing and leading the planning committee, project plan development, budget development and management, and solicitation of sponsorships and gifts in kind.
- Oversee the grants and contracts program, including research into local, state and national grant and contract opportunities, proposal development, submission and reporting.
- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs, community agencies, and other similar funds.
- Serve as the staff liaison for the Donor Relations Committee.
- Work collaboratively with the CEO and Board Chair to execute an annual giving campaign, providing fundraising training to support board and staff members in cultivating prospective donors within their spheres of influence, and in conjunction with Donor Relations Committee plan and execute smaller fundraising events to raise unrestricted funds during the annual giving campaign.
- Oversee development and execution of organization’s marketing and communications strategy, including branding, key messaging, media outreach, social media content, website management and printed communications.
- Responsible for the supervision and management of the fundraising database, DonorPerfect. Work closely with Business Director to ensure the timely distribution of tax receipts.
- Compile and distribute the organization’s Annual Report.
- Remain current on ethical practices pertaining to fundraising. Seek additional professional development as needed.
- Direct, plan and coordinate the work of the fundraising staff, including supervision and evaluation, training, and team building.
- Organize and attend departmental meetings to maintain effective communication.

**Non-Essential Functions:**

- Serve as Development liaison to PR and marketing.
- Responsible for development, management, and meeting goals of the annual department budget.
- Must be able to foster an environment of teamwork within the development department.
- Exemplify leadership qualities as part of the organization's management team.
- Maintain current gift acceptance policies and procedures.
- Maintain a database of all donors and prospective donors and community liaisons.
- Create and present monthly reports for the CEO.
- Other duties as required.

**Required Education/Training and Experience:**

- Bachelor's degree
- 5+ years related work experience in development and fundraising
- CFRE certification a plus
- Proven record of securing major gifts (\$25,000+) from individuals and/or corporations with at least one six-figure gift closure.
- Excellent team management skills, including ability to manage all aspects of a fundraising program.
- Proven ability to develop, implement, and fully execute workable strategies to meet goals.
- Excellent planning skills that set milestones, tracking methods, and the ability to course correct in a timely manner.
- Deep understanding of the fundraising cycle including identification, qualification, cultivation, solicitation, and stewardship.
- Ability to grow and manage a portfolio of prospects at differing stages in gift cycle
- Ability and desire to work closely with board members
- Experience in managing and supervising support staff.
- Knowledge of the Tampa Bay community.
- Working knowledge of DonorPerfect/or experience in similar donor database system, Microsoft Excel, PowerPoint, and Word.
- Print and digital marketing experience preferred.
- Knowledge of Adobe Creative Suite a plus.
- Outstanding interpersonal/communication skills.
- Superb accuracy and attention to detail.
- High energy, caring, self-starter, innovative and high level of flexibility.

**Other Requirements:**

- This position will require up to 25% travel.
- Must possess a Valid State Driver's License with a good driving record and access to a fully insured automobile.
- Successfully pass a pre-hire background screening, education verification, and drug testing evaluation.