



Job Description

POSITION: Director of Development

JOB FAMILY: Business Operations

POSITION TYPE: Full-time, salary, exempt

PAY BAND: \$75,000.00 -\$95,000.00

REPORTS TO: Executive Director

RESPONSIBILITIES/SUMMARY:

The Director of Development will manage all activities related to fund development, donor cultivation, major giving, annual giving, events, grant seeking, and capital campaigns in conjunction with all fundraising activities of the Board of Directors, staff, and volunteers.

The major objective of the job is to provide overall fundraising strategy, leadership, and direction to the Development Department, Executive Director, and the Board of Directors in accordance with the mission, purpose, philosophy, and values of Healing Transitions. This position oversees a three-person team that includes the Development Coordinator, Communications Coordinator, and Development Associate.

Key responsibilities include identifying, developing, and stewarding relationships with corporate and foundation leaders and high net worth individuals to meet multiple fundraising goals for myriad programs; creating a moves management program; and managing donor portfolios for all key development staff, Board members and the Executive Director.

COMPETENCIES:

1. Proven management and mentorship proficiencies
2. Exceptional oral and written communications skills
3. Highly organized and strong project management skills
4. Excellent interpersonal and listening skills

5. Ability to meet deadlines and manage time wisely
6. Ability to predict and plan for future needs
7. Discretion with confidential donor information
8. Polished public presentation skills
9. Microsoft Office Suite and CRM database competencies

ESSENTIAL FUNCTIONS:

1. Create written annual fundraising plans with clear goals and timelines
2. Develop and lead high-level annual giving campaigns and fundraising events
3. Create and maintain a pipeline of donors to myriad programs including annual, capital and endowment funds
4. Create a moves management program which tracks the number and type of contacts with top donors and prospects
5. Maintain relationships with current stakeholders; identify and foster relationships with new stakeholders
6. Manage a personal portfolio of donors and potential donors of \$1,000+; create portfolios for staff, volunteers, Board members, and the Executive Director, as needed – tracking outreach, donor preferences and action steps for each individual
7. Prioritize time between external fundraising, relationship management and departmental management
8. Grow the Legacy Giving program in support of Healing Transitions' Endowment
9. Collaborate closely with the Executive Director, CFO, and Director of Operations to create the development office's budget and required financial reports
10. Help prepare for, attend and present at Board meetings; direct development committee activities
11. Communicate the mission and value of the organization to stakeholders and the broader community

12. Define and solve problems, collect data, establish facts, and draw valid conclusions
13. Maintain required charitable solicitation license for Healing Transitions with NC Secretary of State

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum education requirements include a bachelor's degree and at least four (4) years of development experience; or comparable experience; required
- Three (3) years of Management experience overseeing and mobilizing a team of employees; required

SUPERVISORY RESPONSIBILITY:

This position requires strong management and mobilization skills, and it is responsible for supervising the Development Associate, Development Coordinator, the Communications Coordinator.

May also supervise a contract Capital Campaign Coordinator.

WORKING ENVIRONMENT:

The following work environment characteristics are representative of those an employee encounters while performing the essential functions to this job. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. 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 occasionally exposed to wet and/or humid outside weather conditions. The noise level in the work environment is usually moderate.

The work will be performed on and off campus, during and outside normal business hours. Occasional evening and weekend work will be required.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hand to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

COMMUNICATION/LANGUAGE SKILLS:

The following language skills are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must have the ability to read, analyze and interpret common legal documents; the ability to respond to common inquiries or complaints from clients or members of the community; the ability to effectively present information to top management, public groups and/or Board of Directors.

TRAVEL:

This position requires frequent town travel. Overnight travel may be occasionally required.

APPROVAL SIGNATURES:

Staff Member

Date

Supervisor

Date

Executive Director

Date