

POSITION: Development Director
DEPARTMENTS: Administration
REPORTS TO: Executive Director
STATUS: Salary, Exempt

General Description:

The Director of Development is responsible for leading and building a comprehensive fundraising program to support the organization's mission and long-term sustainability. This position oversees and manages an established \$2M–\$3M annual grant portfolio while developing and implementing new donor engagement, fundraising, and revenue diversification strategies.

This role requires strong strategic thinking, exceptional writing and communication skills, and the ability to build systems and processes from the ground up. The Director of Development works closely with the Executive Director and leadership team to ensure funding stability, growth, and compliance with all applicable grantor, state, and federal requirements.

The position is responsible for grant management, donor development, fundraising initiatives, and development strategy, ensuring the organization maintains strong funding relationships while expanding new revenue opportunities.

Primary Duties and Responsibilities

Grant Management & Compliance

- Manage and maintain an existing \$2M–\$3M grant portfolio.
- Research, write, and submit grant proposals to federal, state, local, and private funders.
- Ensure timely completion of grant reports and compliance with all grant requirements.
- Maintain accurate records of grant activities, deadlines, and deliverables.
- Build and maintain relationships with grantors and funding agencies.
- Monitor funding opportunities and align applications with organizational priorities.

Donor Development

- Develop and implement a donor engagement and cultivation strategy.
- Establish and maintain a donor database/CRM system.
- Identify, cultivate, and steward individual and corporate donors.
- Develop donor communication strategies including acknowledgments and ongoing engagement.
- Create and manage donor tracking systems, segmentation, and reporting.

Fundraising & Events

- Plan, coordinate, and execute fundraising events and campaigns.
- Develop annual fundraising strategies to diversify revenue sources.
- Identify and pursue new fundraising opportunities including sponsorships and partnerships.
- Evaluate fundraising efforts and implement improvements based on performance metrics.

Strategy & Development Leadership

- Develop and implement a comprehensive development plan aligned with organizational goals.
- Establish fundraising goals and track progress toward revenue targets.
- Provide regular reports to the Executive Director and leadership team.
- Collaborate with leadership on funding strategies and organizational priorities.
- Ensure all development activities align with organizational policies and regulatory requirements.

Qualifications

Education

Bachelor's degree in Nonprofit Management, Communications, Business Administration, or related field preferred. Relevant experience may substitute for formal education.

Certifications

CPR and First Aid certification within 12 months of employment.

Experience

Minimum of 5 years of experience in nonprofit development, grant writing, fundraising, or related field required. Experience managing grant portfolios and developing donor programs preferred.

Knowledge, Skills, and Abilities

- Strong knowledge of grant writing, grant management, and compliance requirements.
- Experience with donor database/CRM systems and fundraising software.
- Proven ability to develop and implement fundraising strategies.
- Excellent written and verbal communication skills, particularly in persuasive writing.
- Strong organizational and time management skills with the ability to manage multiple deadlines.
- Ability to build systems and processes from the ground up.
- Strong analytical skills with the ability to track and interpret fundraising data.
- Ability to work independently and exercise sound judgment.
- High ethical standards, professionalism, and confidentiality.
- Strong interpersonal skills and ability to build relationships with funders, donors, and community partners.
- Respect for cultural diversity and sensitivity when working with community members and stakeholders.

Working Conditions

- Work is primarily performed in an office environment.
- Must maintain:
 - Valid driver's license
 - Clean driving record
 - Current automobile insurance
 - Satisfactory criminal background check
- Must comply with all organizational policies and procedures and applicable grantor, state, and federal regulations.
- Must be able to lift up to 25 pounds and perform routine physical tasks including bending, stooping, walking, sitting, and driving for extended periods.

Disclaimer

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. Duties and responsibilities may be modified or expanded as organizational needs evolve.