



Job Title: Director of Development

Reports to: Executive Director

FLSA Status: Exempt

SUMMARY:

Reporting directly to the Executive Director, the Director of Development is responsible for providing strategy, leadership, direction, coordination and management of all levels of giving for Rainbow Village, including annual gifts and stewardship. Direct reports include a FT manager of donor relations/grant writing and a FT manager of communications and philanthropic events. The Director will work closely with the Board Fund Development Committee to create and carry out an effective multi-year fundraising program to support the on-going program, projects and activities of the organization.

The Director of Development position is an opportunity for a fundraising professional looking to expand and develop their career in a successful non-profit organization. The successful applicant will also play a lead role on the Board Marketing/Branding Committee as we revitalize, re-position and re-recraft our brand message.

ESSENTIAL DUTIES AND REPOSIBILITIES include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as director by supervisory personnel.

Fundraising

- Oversee all agency fundraising activities including annual giving, endowment and capital campaigns, special projects, and other Rainbow Village related solicitations.
- Personal solicitation of new donors, as well as increased gifts from current donors
- Cultivating new sources of major gifts and institutional grants, and maintaining and developing current relationships
- Maintain and refine an effective program for recognition and stewardship of all donors
- Develop a comprehensive planned-giving program for future foundation growth
- Monitor budgets, expense reports, or other financial data related to the Development program

Board of Directors

- Works with the Fund Development Committee of the Board of Directors and the Executive Director to develop strategies to initiate and meet aggressive fundraising goals.
- Develop fundraising training for Board members and other leadership volunteers.
- Preparation of fundraising reports for the Executive Director, Development Committee, and Board of Directors on a regular basis
- Assists the Board with recommending and researching potential new major donors



Rainbow Village

Development Office Infrastructure

- Supervision of fundraising-related activities of direct reports, including donor records and gift acknowledgements
- Provide direct reports with defined individual and collective roles and responsibilities
- Oversee implementation of new donor database software to replace existing
- Oversee and approve all grants prior to submission
- Oversee all event planning and execution
- Coordinate development research activities.

Donor Relations

- Maintain long-term relationships with existing donors
- Make direct, face-to-face solicitations
- Ensure all donors are kept up to date with Rainbow Village activities and events.

Public Relations, Marketing and Advertising

- Lead the Marketing/Branding Committee to develop public relations plan
- Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships
- Oversee and approve the design and production of all major publications, including the agency newsletter, the Annual Report, the agency website, and all social media to promote Rainbow Village fundraising goals and activities.
- Develop and implement strategies with development team and committee to promote Rainbow Village's mission to the community at large.

TALENTS NECESSARY IN THIS POSITION

- A passion for the mission and vision of Rainbow Village
- A strong commitment to achieving goals
- A charismatic capacity to lead and generate enthusiasm among others, including constituents, subordinates, peers and superiors
- A talent for quickly gaining the confidence of others
- A warm, open personality who easily connects with others
- Flexibility and a sense of humor
- Capacity for multi-tasking
- Ability and comfort level in meeting with donors
- General leadership competence
- General management competence
- Knowledge of development and development principles and best practice
- Exemplary oral, written and presentation skills
- A proven track record of securing major gifts
- Organizational and process understandings
- Budget development and management experience
- At least 5 years of development experience with a successful track record in fundraising and/or sales
- Bachelor's Degree
- Experience in a comparable leadership position