



## Director of Development Job Description

### **Summary**

The Director of Development is responsible for coordinating and implementing Wingspan's development plan in conjunction with the Executive Director, Board Members and development volunteers.

### **Duties and Responsibilities**

#### **Planning**

- Create the annual development plan and evaluate progress on a quarterly basis.
- Organize and run the Development Committee meetings.
- Assist in the development and on-going revision of Wingspan's case statement.

#### **Grant Writing**

- Research foundations and government grant opportunities.
- Develop and submit grant proposals in response to requests for proposals (RFPs) and foundation grant cycles.
- Coordinate grant reporting process (i.e., informing program areas when reports are coming due, collecting all necessary information, submitting reports in a timely manner, etc.)

#### **Direct Mail Solicitation**

- Coordinate and oversee the direct mail process (including letter writing, renting new mailing lists, design, printing, mailing, tracking responses, etc.).
- Oversee donor phone banking to increase direct mail response.

#### **Corporate Sponsorships**

- Research local, state and national businesses to identify prospective sponsors.
- Create and maintain corporate sponsorship level descriptions.
- Coordinate meetings with the appropriate representative in the selected businesses.
- Track corporate sponsorship progress (i.e., prospects, meetings held, outcomes, levels, etc.).
- Oversee advertising in Annual Program.

#### **Major Gifts**

- Develop and maintain prospect list; track major gifts
- Work with the Executive Director, Board and volunteers to ensure that major donor asks are undertaken. Assist with asks as needed.
- Help design and implement donor cultivation, appreciation, and recognition program, including periodic meetings with major donors.

#### **Events**

- Coordinate planning of Wingspan annual dinner and other fundraising events.
- Function as liaison for third-party fundraising events.

#### **Public/ Community Relations**

- Produce quarterly newsletter, annual report, and other agency communications
- Attend meetings of the Association of Fundraising Professionals.
- Other tasks as assigned by the Executive Director.

#### **Staff Supervision and Development**

- Provide regular coaching and guidance for Development staff to attain operational and grant goals and objectives.
- Conduct annual staff performance evaluations.

- Provide supervision and guidance to Development support volunteers.

### **Qualifications**

#### **Minimum Experience**

Bachelor's degree and two years fund development experience, or four or more years of relevant experience managing and directing fund-raising programs or equivalent.

#### **Preferred Experience**

Experience working with board-level volunteers and special event volunteers.  
Two or more years staff supervision experience.

#### **Necessary Knowledge and Skills**

- Detailed knowledge of principles, methods, and techniques of fund development.
- Detailed knowledge of and skill in grant writing and management, direct mail letters and phone-a-thons, major donor work, corporate solicitation, and events
- Ability to prioritize assignments to complete work in a timely manner when there are: changes in workload; changes in assignment; pressures of deadlines; competing requirements
- Ability to work independently and following through on assignments with minimal direction.
- Ability to work cooperatively and collaboratively with others.
- Detailed knowledge and skills in use of basic computer applications such as Word, Excel, and Access.
- Working knowledge of donor database software, particularly DonorPerfect.
- General knowledge of issues affecting the lesbian, gay, bisexual and transgender communities.

#### **Salary Range**

\$40,000 - \$50,000 depending on experience; health and retirement benefits; full-time.

#### **Reports to:**

Executive Director

Revised 2/1/08