

Development Director Job Description

REPORTS TO:	Chief Executive Officer
LOCATION:	Spokane, WA
TYPE:	Paid Full-time Exempt Level Position - 20% Remote
REVIEWED:	December 2021

DESCRIPTION

The Development Director oversees the development and implementation of our Development Plan to effectively attract and retain donors and corporate sponsors. This position manages the sourcing of all funds including online and cash donations, grants, gifts in kind, event revenue, gifts of estates, trusts, and various other other planned giving options.

GENERAL RESPONSIBILITIES

- Work with the Chief Executive Officer and Finance Manager to set an annual budget for Believe in Me's fundraising campaigns.
- Develop and implement a comprehensive, written, development plan.
- Assemble and manage the Fundraising and Events Committee; composed of board members, staff, and volunteers.
- Produce monthly reports on fundraising and development activities to monitor progress in the achievement of the goals and objectives of the development plan.
- Work with the Brand Ambassador to design fundraising and public relations content.
- Prepare online and written materials on deferred and planned gifts such as trusts, charitable annuities, life insurance, wills, and bequests to train and support staff members working with donors.
- Assure donor confidentiality as well as the confidentiality of the projects.

Major Gifts and Planned Giving Duties

- Develop, maintain, and provide technical support for cultivating major gifts and planned giving.
- Establish Believe in Me as a thought leader and charity of choice for major gifts and planned giving.
- Arrange seminars on planned and deferred gifts to members of the professional staff.
- Remain current on laws and regulations governing major gifts and planned giving.
- Conduct and memorialize prospect engagement.

Development Plan Duties

- Direct and manage all aspects of a comprehensive and strategic annual fundraising campaign, including direct mail and online giving solicitations.
- In cooperation with the Brand Ambassador, develop and produce fundraising materials.
- Direct all annual fundraising campaign donor acknowledgement: including written, phone, and in-person stewardship.

Private Grants Duties

- Work with the Chief Executive Officer to cultivate, solicit, and steward private foundation grants.
- Prepare and submit grant applications to private foundations, prioritizing recurring grants from established donors.
- Research new prospective private foundation donors in order to identify organizations with giving criteria that match the Believe in Me mission and in order to acquire grant revenue for Believe in Me.
- Manage private grant application processes, updates, and grant reporting.

Relationship Management Duties

- Develop, implement, and maintain a Donor Engagement Plan.
- Coordinate with the Brand Ambassador to implement a donor gratitude, birthday, and donor anniversary campaigns on all channels.
- Conduct exit interviews and online surveys for donors who are leaving.

- Create and manage a donor portal with access to a resource library for volunteers.
- Perform annual reviews with each donor.
- Annually review and optimize the donor email nurturing programs.
- Organize social events and activities for the donors to network with one another.

KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced knowledge of fund development best practices.
- Advanced written and oral communication skills.
- Preferred knowledge of Salesforce NonProfit Success Pack.
- Ability to adjust work pace to maximize production without loss of work quality.
- Ability to establish and maintain excellent working relationships with supervisor, co-workers, and volunteers.
- Ability to plan and execute special events.
- Experience in grant writing and management.
- Commitment to a high standard of ethics and to promote the donor bill of rights.
- Commitment to maintaining a high level of confidentiality with information acquired about Believe in Me prospects, donors, and volunteers.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in nonprofit management, business administration or related field required.
- 5 or more years of successful and progressive fundraising and development experience required.
- Knowledge and experience in Salesforce strongly preferred.
- CFRE preferred.
- Demonstrated experience in the engagement of volunteers

PURPOSE: Believe in Me is organized for the principle purpose of stimulating, receiving, administering, and managing assets and funds for grant-making to programs serving youth in need of shelter, foster care, adoption, education, and emotional enrichment support and direction.

VISION: Our vision is to help every kid develop the self-confidence they need to succeed.

MISSION: Leveraging the generosity of our donors, we fund children's charities that provide disadvantaged kids with a safe place to call home, a family that loves them, a feeling of community, and opportunities to learn, build self-esteem, and have fun.

VALUES: Believe in Me effectively raises funds and manages assets in a manner that is guided by the values of caring, trustworthiness, innovation, equity, diversity, and inclusion.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time. We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.