

JOB DESCRIPTION

JOB TITLE: Director of Development
Classification: Professional/Salary
Reports to: Senior Director of Development, Vice President, Development
Date Modified: September 7, 2011

ESSENTIAL FUNCTIONS:

Under the direction of the Senior Director and VP of Development, the Director of Development is responsible for management and overall leadership of all development activities within an assigned territory or for an assigned campaign(s). The Development Director is responsible for ensuring that the revenue and expense goals are met and constituents and partners are supported and successful.

DUTIES AND RESPONSIBILITIES:

- Development of donor cultivation process including identification, cultivation, solicitation, and stewardship strategies.
- Manages robust portfolio of donors and prospects.
- Integrates mission messaging into communication activities.
- Develops goal attainment strategies and leads budgeting and revenue forecasting for campaigns in assigned territory.
- Leads and manages staff within core area and/or territory and within the administrative department as directed.
- Serves as senior team member within development department to collaborate on best practice roll-out.
- Serves as senior local point person with Leadership Board and appropriate committees.

KNOWLEDGE/SKILLS:

- High level of customer service skills.
- Ability to cultivate and maintain relationships
- Effective written, oral and public speaking communication skills
- Ability to create, maintain and work collaboratively and cooperatively with coworkers, sponsors, media, event participants, donors and volunteers
- Strong project management/organizational skills
- Knowledge and expertise in computers including database management, Microsoft Office and web-based fundraising
- Ability to manage multiple priorities and frequently changing deadlines
- Ability to project a professional and knowledgeable image on behalf of the ALA
- Ability to supervise staff and interns
- Ability to work independently and self-initiate job responsibilities to achieve goals

TRAINING/EDUCATION:

- 5 to10 years of related experience in donor development
- Bachelor's degree required.
- Annual continuing education within industry, including AFP, Chamber seminars and webinars.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Job involves in-office work, performing various tasks concurrently, and frequent out-of-office work to meet with volunteers, event participants and/or professional colleagues or to provide support at events throughout the Northeast.
- Occasional out-of-work overnight travel for conferences, meetings and events is required.
- Overtime work may be necessary to complete certain tasks or attend events throughout the year.
- Valid driver's license and operating motor vehicle for transportation to out-of-office meetings.
- Ability to lift 25 pounds and exert physical effort at special events, including packaging of event supplies, erecting of tents and signage and more.

You will be evaluated in part based upon your performance of the tasks listed in this job description. This job description does not list all the duties of the job. You may be asked by your supervisor to perform other duties. As a member of a small, interdependent team, each employee is expected to assist with a variety of tasks as needed.

I have received a copy of my job description and it has been reviewed orally with me. I understand the nature and extent of the duties that I will be expected to perform.

Employee _____

Date _____

Reviewed by _____

Date _____