



## POSITION DESCRIPTION

### DIRECTOR OF DEVELOPMENT

<b>Reports To:</b>	<b>President</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Range:</b>	<b>\$75,000-\$85,000</b>

#### **Position Summary:**

The Director of Development is responsible for assisting the President in the implementation of a strategic development program utilizing a moves management process for the ongoing identification and cultivation of donors capable of annual, major and/or deferred gifts and the solicitation of donors through face-to-face and other donor-centered fundraising tools.

#### **Essential/Primary Responsibilities:**

- Assist the President in the implementation of a development strategic plan that includes strategies for identification, cultivation, solicitation and stewardship of donors, funders and prospects.
- Practice the moves management process.
- Secure financial support from individuals, family foundations and corporations.
- Cultivate and nurture relationships with current and potential corporate, family foundation and individual donors.
- Create and execute a strategy for a large sustained base of annual individual donors.
- Assist the President in the implementation of a planned giving program.
- Manage all direct mail and online giving programs.
- Oversee the donor data base (DonorPerfect) and maintain the integrity of all data through entry, reporting, monitoring and editing in support of the moves management process.
- Develop and track proposals and reports for all family foundation and corporate fundraising.
- Assist the President in the implementation of a "Thanking" system that acknowledges contributions.
- Represent Pines of Sarasota Foundation in the community
- Responsible for the achievement of development program mission, goals and financial objectives.
- Ensure that evaluation systems are in place related to these goals and objectives and report progress to the President and Board of Trustees.
- Serve as an active member of the Foundation team and assist with other department projects as needed.
- Follow all policies and procedures of the department and the organization.
- Perform any and all other duties as assigned.

**Position may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.**

### **Skills and Abilities:**

Demonstrated experience using effective interpersonal skills, listening, diplomacy and tact to build strong relationships with donors, volunteers, and all levels of staff.

- Working knowledge of current trends in charitable giving, particularly in the areas of annual giving, direct mail and online/social media fundraising.
- Working knowledge or willingness and ability to learn the basics of charitable gift planning, i.e., CFRE Certification.
- Proven success in securing gifts at all levels through face-to-face solicitations.
- Successful experience in managing and tracking multiple prospects and donors.
- Working knowledge of DonorPerfect or similar constituent relationship management system and ability to independently utilize the system to record and retrieve information.
- Strong communication and presentation skills; ability to persuasively convey the mission of Pines of Sarasota Foundation to diverse groups including donors, corporate executives, board members and others who are important to the organization's prosperity.
- Ability to work with and communicate with a wide range of people – the public, Pines of Sarasota leadership, influential donors, prospects, and others.
- Ability to educate and inform prospective and existing donors about appropriate giving vehicles.

### **Minimum Requirements**

- Bachelor's degree in communication, business management, nonprofit management or an equivalent combination of education, training and expertise.
- CFRE Preferred
- Individual must possess a minimum of five years development experience in an organization involving a significant number of people with diverse and varied interests and backgrounds.