

# POSITION DESCRIPTION

**Position Title:** Director of Development

**Salary Range:** \$50,000 to \$80,000

**Supervisor:** CEO

**Supervisory**

**Responsibilities:** Funds Development Manager-Grants

**Broad Function:** This leadership role is responsible for managing and growing individual donor funds, securing corporate sponsorships, and overseeing a grant writing staff of one. The Director of Development will work closely with the CEO and Board of Directors to drive strategic fundraising initiatives and ensure the financial health of the organization.

---

**Position Responsibilities:**

**1. Fundraising Strategy & Leadership**

- a. Develop and implement a comprehensive fundraising strategy to increase revenue from individuals, planned gifts, corporations, and foundations.
- b. Collaborate with the CEO and Board of Directors to set and achieve annual fundraising goals.
- c. Build and manage a portfolio of major donors and prospects, ensuring timely and personalized follow-up and stewardship.

**2. Individual Donor Development**

- a. Cultivate and solicit gifts from individual donors through various channels (e.g., direct mail, digital campaigns, events, face-to-face meetings).
- b. Develop relationships with major gift prospects, creating tailored cultivation and stewardship strategies.
- c. Oversee donor recognition programs and events to increase donor engagement and retention.
- d. Oversee and maintain accurate and comprehensive records of Bigs, donors, & prospects in the donor software program.

### **3. Corporate Sponsorships**

- a. Identify, cultivate, and secure corporate sponsorships for special events, campaigns, and programs.
- b. Work with the marketing team to ensure proper recognition and visibility for corporate sponsors & donors.
- c. Develop customized partnership opportunities that align with corporate philanthropic goals.

### **4. Grants & Foundations**

- a. Supervise and provide strategic guidance to the grant writer to ensure the timely submission of grant applications and reporting.
- b. Identify new grant opportunities and work with staff to diversify and increase foundation support.
- c. Develop relationships with foundation contacts to foster ongoing support.

### **5. Leadership & Management**

- a. Manage and mentor the grant writer, ensuring high performance, professional development, and achievement of grant revenue goals.
- b. Prepare regular reports and presentations for the CEO and Board on fundraising progress and challenges.
- c. Collaborate with the program team to align funding opportunities with organizational priorities.

### **6. Events & Campaigns**

- a. Assist with fundraising events and special campaigns, ensuring successful execution and strong revenue outcomes.
- b. Work with external vendors, volunteers, and staff to coordinate logistics and donor engagement for major events.
- c. Evaluate the effectiveness of events and campaigns, making recommendations for future improvement.

### **7. Other duties** as assigned by the CEO

## **SPECIFICATIONS**

- Bachelor's degree in business, marketing, communications, nonprofit management, or a related field.
- 5+ years of professional fundraising experience, including managing donor relations, corporate sponsorships, and grant writing.
- Proven success in securing major gifts and building relationships with high-net-worth individuals.
- Experience in leading and motivating staff and working with a nonprofit Board.
- Strong communication, organizational, and presentation skills.
- Demonstrated ability to develop and implement successful fundraising strategies.
- Knowledge of fundraising databases and CRM systems (e.g., Sales Force) is a plus.

### **Personal Attributes:**

- Passion for the mission of Big Brothers Big Sisters.
- A self-starter with high energy, creativity, and a results-driven approach.
- Ability to work collaboratively and maintain positive relationships with internal and external stakeholders.
- Commitment to diversity, equity, and inclusion in all aspects of the role.