

JOB DESCRIPTION

Position Title: Director of Development

Reports To: Executive Director Job Description Date Drafted: 5/19/2016

Supervision Responsibilities: None

Position:

Dream Center Evansville (a Christ centered, youth serving private non-profit) seeks a Director of Development. The Director of Development oversees our philanthropic sustainability program, and manages, develops and renew donor partnerships towards the end of building advocates for our cause. This person will work in partnership with the Executive Director and the Board of Directors. This is a full-time, salaried position exempt from overtime.

Description of Essential Functions:

1. Responsible for the execution of the Fundraising Plan: 75%
 - Nurturing and engaging current donor partnerships through meetings, calls and written correspondence
 - Acquire, Retain and Thank Donors
 - Growing the donor base by actively seeking out new donors and by providing new donors with opportunities to give to the Dream Center
 - Develop and manage fundraising and communications plans
 - Prepare grant applications for existing grant funding sources, and seek and acquire new grant funding sources
 - Managing the donor base through the utilization of donor management software
 - Preparing monthly donation reports for the board
 - Guiding the Executive Director on key relationships that need to be developed
2. Event Coordination: 25%
 - Assisting committees as needed
 - Attending event planning meetings
 - Administrative duties
 - Execution of events

JOB DESCRIPTION

Essential Job Specifications/Qualifications:

Education: B.A., B.S., A.A. or Qualifying Work Experience

Experience & Work History: Experience with fundraising and donor development required. At least 5 years minimum experience in social services, public relations or similar field preferred. Experience serving as a volunteer & familiarity with community projects in the tri-state area is helpful to this position.

Required Skills: Proficient in Microsoft Word, Excel and data base systems is required, along with a current Indiana Operator's License. Experience with public speaking and fundraising is a must. Candidates must also express a personal relationship with Christ and understand the need for faith-based services in our city.

Physical Requirements: This position does not have physical requirements, however during events the position may require light lifting, and the ability to climb a ladder, or set up tables.

Special Working Conditions: None

License Requirement/Certifications: Possession of an Indiana Operator's License along with the ability to be an approved driver on the Dream Center's insurance policy is required. This position may at times serve as a backup driver for the Dream Center if needed.

Personal Characteristics: The Director of Development should have a positive reputation within our community, the ability to interact and communicate with team members, the board, donors and the general public with respect and integrity. This position must treat the students who attend the Dream Center with compassion and their families with respect.

Limitations & Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.