

DuPage P.A.D.S. Administration

Position Title: Director of Development

Job Description: This position is responsible for developing and implementing the development strategy for the agency in support of its current and long-term strategic objectives.

Supervises: Development Associate for Marketing/Public Relations; Development Associate for Special Events; Volunteer Coordinator; Data Coordinator

Responsibilities (to be performed with or without reasonable accommodation)

1. Plans and develops strategies and objectives of the development department to support the current and long-term strategic objectives of the agency.
2. Directs the planning and assessment of all development efforts, volunteer management, fundraising, marketing and communication activity of the agency, including special events, annual appeals, volunteers, major gift program, PADS Partner program, donations, foundation and corporate fundraising, private/government/foundation grants, planned giving, direct mail and cause marketing, newsletters, e-mail marketing and website management, and donor database.
3. Cultivates and maintains strong community relationships with existing donors and prospects, solicits and stewards prospects for recurring, annual giving, major gifts, PADS Partners, and planned gifts.
4. Works with Executive Director and Board of Directors to establish a presence in the community to increase the organization's visibility as a funding source for potential and current/past donors; and identifies opportunities and programs to engage new donors and maintain relationships with current and past donors.
5. Directs the public relations/communications function to develop marketing strategies to promote the organization's mission for donor cultivation.
6. Directs the research and preparation of grants.
7. Oversees the donor database and the continued population and expanded use of donor database functionality to support the needs of the organization.
8. Oversees the development, maintenance and enhancement of the agency website.
9. Develops and monitors development budget.
10. Hires, directs, and manages employee performance.
11. Serves on staff leadership team.
12. Participates in weekly development meetings and supervision meetings, and monthly staff meetings.
13. Other related duties as assigned.

Reports to: Executive Director

Knowledge and Skills:

1. Exceptional interpersonal skills.
2. Excellent communication skills, oral and written.
3. Demonstrated leadership skills.
4. Proven ability to plan and analyze.
5. Strong problem solving skills and ability to think conceptually.
6. Ability to handle multiple tasks, with attention to details and deadlines.
7. Ability to think innovatively and conceptually.
8. Ability to hire, train and manage/lead employees.
9. Ability to write and monitor grants.
10. Ability to develop and monitor budgets.
11. Computer literacy in Microsoft Office Suite products (Word, Excel, Power Point, etc.), and fundraising software.

Training or Experience:

1. Bachelor's degree in Marketing or a related field.

2. Minimum of five years experience non-profit fundraising and management experience, including new donor development and major gift programs, prospect research, direct mail, cause marketing, foundation and corporate fund raising, cultivation, personal solicitation, acknowledgment, and recognition; or an equivalent combination of training and experience.
3. Proficient in Microsoft Office Suite as well as experience in working with fundraising software and information management. E-Tapestry & Volgistics a plus.
4. Experience in the recruitment, training, and motivation of professional staff and leadership volunteers.
5. Experience in federal, state and private grant research, cultivation, grant writing, program design, compliance and performance regulations, guidelines, and requirements.
6. C.F.R.E. Certification a plus.

Other:

1. This position may require evening or weekend hours.
2. This position requires the ability to provide own transportation.

Classification Status: Exempt Full Time