



POSITION TITLE: Director of Development

DEPARTMENT: Administration

REPORTS TO: CEO

POSITION SUMMARY: Our agency is seeking a Director of Development to oversee our donor relations program and manage our fundraising initiatives. The successful candidate will be responsible for developing our fundraising campaigns, communicating with current and prospective donors and building a stronger development team for our agency. This position involves managing individual, corporate and government gifts as well as planned and annual pledged giving campaigns.

SALARY RANGE: Salary \$55,000 - \$65,000. Based on experience and education. Position is exempt, full time with benefits.

SCHEDULE: Monday through Friday 8:30 a.m. to 4:00 p.m. Will require work outside of these hours to accommodate responsiveness to donors and to achieve goals.

POSITION REQUIREMENTS

EDUCATION: Bachelor's Degree, at a minimum, in Business Administration, Communications or related field.

EXPERIENCE: 5 years fundraising experience with a minimum of 3 three years being responsible for an all-encompassing fund development plan for a nonprofit agency, foundation or education institution. 2 years minimum supervising other development staff.

POSITION KNOWLEDGE: Excellent written, interpersonal and verbal communication skills. Familiarity with a donor database management program, including analysis of donor information and giving trends preferred. Experience in fund development and associated fundraising activities, including event planning. Experience in successful grant research, writing and reporting. Familiarity with the Benevon Model of fund development preferred. Excellent working knowledge of Microsoft Office Suite of programs.

PHYSICAL DEMANDS: Mobility: frequent sitting and standing for long periods; frequent operation of a data entry device; frequent walking, standing, pushing, pulling, bending, squatting, climbing, kneeling, reaching, holding/grasping and turning objects.

Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-30 pounds from floor to waist.

Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision

Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone and in person

Emotional/Psychological: frequent decision-making, concentration, and public contact and occasional public speaking.

Environmental: frequent work in a standard office environment, occasional exposure to varied weather conditions.

LICENSE: Must possess a valid California Class C driver's license, proof of insurance or have access to reliable transportation.

PRINCIPAL DUTIES

1. Develop and implement a comprehensive fund development strategy that includes the Benevon Model and tracking outcomes toward pre-established goals.
2. Oversee implementation of annual campaigns; prospect identification and cultivation; donor tracking; solicitation of bequests and endowments.
3. Conduct research and prepare proposals for submission to corporate, foundation and governmental entities.
4. Responsible for ensuring that all reporting requirements are met as required by funders.
5. Assist the CEO and Board of Directors in carrying out an all encompassing fund development program.
6. Oversee donor stewardship through direct mail pieces, social media, campus tours and personal contacts.
7. Supervise and work collaboratively with Development Office staff and volunteers to ensure that departmental goals are achieved.
8. Prepare newsletters, brochures, press releases and other materials in support of St. Mary's Dining Room programs and fund raising efforts.
9. Manage donor recruitment, stewardship and recognition;
10. Plan, coordinate and implement fund raising events.
11. Represent agency at community events, presentations, campus tours, etc.
12. Carry out other duties related to development as assigned.
13. Will embrace our mission statement and work to enrich the lives of the clients we serve.

St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity to over 700 individuals each day.