

## **Ada Jenkins Center Job Description**

<b>Position Title:</b>	Director of Development
<b>Reports to:</b>	Executive Director
<b>Supervises:</b>	Director of Volunteers, Events Manager, Development Assistant, Grant Writer (Contracted)
<b>Classification:</b>	Exempt
<b>Category:</b>	40 hours per week
<b>Salary Range:</b>	

### **Qualifications:**

- Minimum of seven years of experience in the field of Fundraising, Sales, Donor Relations or related field, preferably in a non-profit setting.
- Excellent oral and written communication skills
- Exceptional interpersonal and relationship-building skills
- Advanced proficiency in Word, Excel, PowerPoint, Access and Raiser's Edge or equivalent software
- Strong management skills with the ability to direct concurrent projects
- High energy, positive "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Strong event-planning skills
- Ability to work closely with volunteers, take direction from and provide direction to volunteers.
- Bachelor's degree preferred, combination of education and experience considered.
- Active membership in AFP preferred

### **General Functions:**

The Director of Development is responsible for the leadership, planning, implementation and execution of fundraising which contributes to the operational revenue mix that supports the Ada Jenkins Center. The components of the program include individual giving, major gift prospecting and solicitation, grant and foundation management, civic and government funding, events, and corporate and faith-based giving.

### **Principle Activities:**

- In collaboration with the Board of Directors, Executive Director, and Operations Director create a development plan to meet the annual financial needs of the Center.
- Cultivate, nurture and steward relationships with current and potential donors.
- Prospect new sources of funding with a focus on individual giving and major gifts.
- Oversee all aspects of the grant production process, utilizing the support of a contract grant writer when necessary.
- Recruit, orient, supervise, train and reward the Volunteer Coordinator, adding strategy and expertise where needed.
- Recruit, orient, supervise, train and reward the Events Coordinator, adding strategy and expertise where needed.
- Recruit, orient, supervise, train and reward the Development Assistant adding strategy and expertise where needed.
- Develop and implement comprehensive marketing and public relations strategy.

- Serve as media and marketing coordinator to produce press releases, printed materials, social media content, and website management to promote fund development efforts and build overall awareness of the Center.
- Serve as the “power user” of the Raiser’s Edge database, effectively utilizing the cultivation tools available in the program.
- Manage the implementation of Raiser's Edge and oversee staff responsible for data entry and gift processing to ensure prompt, accurate gift processing, gift acknowledgement, and donor-recognition activities.
- Work with the Operations Director and accountant to ensure that all donations and revenue generated are tracked through Raiser’s Edge and reconcile with Quick books; help prepare for annual audit.
- Prepare, produce and disseminate annual report in a timely manner.
- Prepare annual budget for area of responsibility and operate within its parameters.
- Work with Director of Impact and Engagement to maintain key statistical data as it relates to clients served, demographics, etc.
- Regularly produce detailed accountability reports about the organization's fund development operations.
- Plan, prepare and implement annual campaign.
- Manage stewardship campaigns.

Ada Jenkins Center is an equal opportunity employer.

Interested applicants should send their resume, cover letter, and a writing sample to [apply@adajenkins.org](mailto:apply@adajenkins.org). Phone calls will not be accepted. Last date resumes and cover letters will be accepted is March 8, 2019.