# Job Description

# Director of Development

# Hired By: Executive Director

**Reports To: Executive Director FLSA Status: FT, Exempt**

**General Role Description:**

The Development Director coordinates work with the Executive Director, Directors Team and Board of Directors to implement a comprehensive development program. Provide vision and management of Riverview Center’s development and marketing strategies in the designated area of a 16-county region that includes rural and urban environments.

# Essential Duties and Responsibilities:

* Work with the Executive Director and Board in the development of the major gift program including prospecting, cultivating, and renewing major individual gifts.
* Initiate and connect new donors to the mission of Riverview Center.
* Lead the development and cultivations of foundation and private support.
* Develop and maintain fundraising goals and objectives.
* Coordinate, facilitate, and implement current and new fundraising events.
* Attend and assist in leading the Development Committee meetings, special event committee meetings, all agency and staff meetings, management team meetings, et al as requested.
* Keep staff and Board of Directors informed of fundraising and development activities.
* Lead and coordinate fundraising events through the Board of Directors Development Committee and volunteer groups.
* Recruit, motivate and retain volunteers (non-40 hour trained) to assist with fundraising committees and events.
* Design and initiate agency public relations/media relations plan with Executive Director and management team.
* Maintain and update agency website and all social networking sites.
* Maintain agency mailing list.
* Responsible for donor recognition.

# General Requirements

* Requires a minimum of a BA or BS in Public Communications/Development/Marketing or minimum of two years work related experience.
* Previous experience in working in donor relations and cultivation preferred.
* Self-directed with excellent planning and management skills.
* Ability to work across cultural lines with a strong appreciation and respect for the urban and rural needs of the service area.
* Experience in fundraising, donor solicitation, public relations and marketing.
* Excellent interpersonal, verbal and written communication skills.
* Must possess the ability to meet deadlines and manage complex interrelated tasks simultaneously.
* Ability to work independently and as a team.
* Must complete sexual assault and domestic violence training to meet legal requirements for confidentiality.
* Ability to work a flexible schedule including evenings and weekends
* Ability to travel locally, in and out of state. (Valid driver’s license and insured transportation.)
* Knowledge of general development concepts and principles.
* The ability to direct programs with a focus on quality and measurable outcomes.
* The creative energy and initiative to design and implement new fundraising ideas.
* Congenial work style.
* Commitment to the philosophy and program of Riverview Center, which includes helping to create a society free from violence.

I have read the Job Description of **Director of Development & Public Relations** and understand the responsibilities of this position.

Signature of Employee Signature Executive Director

Date Date

06/26/2018