



## **Job Description**

### **Director of Development & Public Relations**

**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 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 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 of 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 and donor solicitation.
- ❖ 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** and understand the responsibilities of this position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

06/26/2018  
Updated 6/5/20