

Job Title: Development Director
Reports to: President/CEO
FLSA Status: Exempt



Development Director

Summary: The Development Director is responsible for managing the fundraising, marketing, and community relations in support of the mission of our organization. This staff member works closely with the President/CEO, Board of Directors, Staff, and Volunteers to develop, manage, and execute Achievement Academy's Development Plan and fundraising strategies.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develop and implement an annual Development Plan to achieve stated goals and objectives
- Coordinate grant research to identify and apply for funding, including writing proposals and submitting program reporting requirements.
- Hire, supervise, and mentor development office staff
- Serve as liaison to the Board of Directors, Development Committee, and Executive Committee, providing recommendations on development, recruitment, and fundraising strategies.
- Develop and maintain a community outreach program to raise awareness of our mission and programs
- Cultivate partnerships within the business community to gain financial support of our programs
- Participate in public speaking, including but not limited to campus tours, special events, United Way campaigns, and civic groups.
- Assist with content creation for publications, such as newsletters, appeals, impact letters, and donor reports to ensure accuracy and consistent branding.
- Assists in public and community relations to positively promote all aspects of the Organization, including attending various community organization events and speaking on behalf of the organization as requested by President/CEO and/or the Board of Directors.
- Actively participate in the planning of fundraising and donor appreciation events
- Work closely with the President/CEO to maintain Achievement Academy's positive image within the community
- Well-versed in Microsoft Office Suite; familiarity with graphic design programs is a plus

QUALIFICATIONS:

- Self-motivated, collaborative, and highly organized
- Excellent interpersonal skills to cultivate and manage relationships with donors, funders, and volunteers
- Understanding and familiarity with Polk County and the areas we serve
- Strong written and verbal communication skills
- Ability to identify and create collaborative funding opportunities
- Skilled in writing and speaking persuasively to make the case for support
- Experience in successful solicitation of donations
- Proven success in meeting goals for a variety of fundraising activities, including special gifts, capital campaigns, annual giving, and events.
- Familiarity with social media platforms, including Facebook, Instagram, and LinkedIn
- Must possess reliable personal transportation and be approved by insurance carrier to drive personal vehicle.

EDUCATION & EXPERIENCE:

- Minimum of (5) years of fundraising/marketing experience
- Minimum of (2) years supervisory experience
- Bachelor's Degree or commensurate work experience preferred

PHYSICAL DEMANDS:

The employee must occasionally lift and/or move up to 35 lbs. The duties require regular sitting and standing. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK SCHEDULE:

Monday through Friday, 8:00 a.m. to 5:00pm (some flexibility required) and is a year-round position.

SUPERVISORY RESPONSIBILITY: Development Coordinator.

ACKNOWLEDGEMENT:

The company has reviewed this job description to ensure that essential functions and basic duties have been included. We reserve the right to change it at our sole discretion at any time and without any advance notice. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Reviewed and received by:

Employee Signature

Date

Distributed by:

Supervisor Signature

Date