

POSITION DESCRIPTION

POSITION TITLE: Senior Director - Development **DEPARTMENT:** Development

CLASSIFICATION: Exempt **APPROVED BY:**

POSITION REPORTS TO: President and Chief Executive Officer

POSITIONS SUPERVISED: Director of Stewardship & Communications, Database Administration Manager, Major Gifts Officer, Grants Director, Director of Volunteer Services

POSITION PURPOSE

The Senior Director of Development is responsible for planning, developing and overseeing all activities related to CCNH's short- and long-term fundraising plan. Grows CCNH's financial support through individual, foundation and corporate gifts, special events and by soliciting major and planned gifts. Provides leadership and effective management to the development team and oversees the identification, solicitation and cultivation of individual, corporate and grant-based funding sources.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1) Assumes responsibility for the planning, development, and implementation of effective Development strategies, policies, and procedures.

- a. Is a thought leader and a strategic thinker: develop, implement, support and analyze strategies, new ideas and approaches that will offer sustainable short, intermediate and long-term growth in contributed income to enhance Annual Appeal.
- b. Collaborate with senior leadership team and Resource Development Committee to develop and implement annual fundraising plan for CCNH. Annually presents to the CCNH board prospective fundraising plans for the year and long-range strategic plan(s).
- c. Responsible for preparation of program budget and fiscal management of the department. Analyze and report on variances between actual and budgeted income amounts.
- d. Provide monthly reports to President/CEO on: fundraising activities; donor visits; major gifts; grants; special events; new strategic thoughts; and other funding efforts.
- e. Coordinate, in conjunction with other directors and CCNH leadership staff, all grant-making activities.
- f. Maintain a comprehensive tracking system of current, pending, and potential grant sources, with attention to proposal, reporting, and renewal deadlines. Acts as a grants clearinghouse for the organization to ensure that no duplication of proposals to funding sources occurs.
- g. Work with directors, committee members and board to develop comprehensive gift acceptance policies and procedures.
- h. Stay abreast of and reports on philanthropic, economic and social trends related to fundraising and CCNH advocacy initiatives.

2) Assumes responsibility for the effective planning, organizing, and reporting of fund development.

- a. Identify and research current and potential individual donors (new prospects). **Cultivates, solicits and stewards a portfolio of 40-50 qualified prospects in the \$2500+ range.**

- b. Establish benchmarks of personal visits, proposals presented, and gifts closed. Ensures appropriate donor stewardship for appropriate gift levels. Tracks constituent relations management and prospect activity via raiser's Edge.
 - c. Oversee all activities related to the annual Parish Appeal including, but not limited to: acting as the liaison with pastors, parish staff and parish volunteers; training for staff; designing and implementing evaluation tools for all aspects of the Parish Appeal; and providing analysis of the results.
 - d. Cultivate relationships with pastors. Serves as an advisor to parishes regarding annual parish appeal offertory campaigns.
 - e. Oversees statewide ***major gifts*** and ***planned giving*** efforts, including: research, rating, prospect identification, donor cultivation, and donor management.
 - f. Build and maintain individual relationships with key community leaders, including corporate and civic, in assigned markets. Coordinates and oversees donor reception(s) to cultivate and thank top donors.
 - g. Manage existing corporate leadership fundraising events and develops new events as warranted by working closely with volunteer committees.
 - h. Oversee management of regional volunteers by providing leadership & support and ensure alignment with CCNH's strategic initiatives/objectives.
 - i. Seek out and perform public speaking engagements at various events that help to reach new audiences and to further CCNH's mission.
 - j. Oversee the quality, production, mailing lists, and mailing of promotional and development material.
 - k. Ensure accurate records for all donor contacts. Oversee development correspondence to ensure consistency, accuracy and up-to-date information.
- 3) Assumes responsibility for overseeing daily operations and effectively supervising Development personnel, ensuring optimal performance.**
- a. Hire, evaluate, counsel, discipline and/or terminate Development department staff members as necessary and appropriate.
 - b. Provide supervision, leadership, and training to Development personnel through effective objective setting (via s/t and l/t goals), delegation, and communication.
- 4) Assumes responsibility for establishing and maintaining effective communication and coordination with company personnel, departments, and management.**
- a. Strong emotional intelligence and professionalism. Excellent oral and written communicating skills. Motivating public speaker.
 - b. Ability to take direction and to work as a team player with direct hands-on involvement with professional and non-professional individuals of varied backgrounds, be flexible and have personal integrity.
 - c. Ability to work with frequent interruptions and respond appropriately to unexpected situations.
 - d. Ability to work in a fast-paced and collaborative environment; detail-oriented. Ability to perform several tasks concurrently and has excellent time management and organizational skills.
 - e. Able to travel to various programs/offices as needed.
 - f. Ensure that work area is clean, secure, and well maintained.

PERFORMANCE MEASUREMENTS

1. Achieve fundraising goals as outlined through strategic plan and continuous new initiatives.

2. Ability to assess and analyze donor data and develop reports that are accurate and timely. Management is provided with useful and informative reports and data.
3. Ability to develop systems and policies to build and/or refine infrastructure of department. Following this, ability to manage, lead & grow department in appropriate/relevant areas based on established foundation.
4. Department functions are conducted in accordance with established principles, standards, and legal requirements; confidentiality is maintained regarding donor, legal, budget and organizational matters.
5. Maintains integrity of agency mission, working closely with President/CEO, in all activities related to fundraising and new approaches to development.

QUALIFICATIONS

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| EDUCATION: | Bachelor Degree in Philanthropy/Marketing or related field; CFRE preferred. |
| LICENSES/ CERTIFICATES/ REGISTRATIONS: | Possess a valid driver's license, a vehicle in good working condition with proper safety equipment and proof of insurance. |
| REQUIRED KNOWLEDGE: | Proficient in the use of computers, grant and planned giving related software, and other office related equipment. |
| EXPERIENCE REQUIRED: | Five - seven years of supervisory/leadership and related experience in resource development, grants/planned giving/major gifts management. Must have proven skills in successfully developing and implementing fundraising plans to achieve established goals. Prior experience in volunteer management preferred. |
| SKILLS/ABILITIES: | Tenacious self-starter with excellent leadership and human relations abilities. Out-of-the-box strategic thinker. Able to organize, coordinate, and direct projects. Strong oral and written communication abilities. Solid analytical and technical skills. Able to use all related hardware and software. |
| OSHA RATING: | 2 |
| WORK SCHEDULE: | Generally Monday through Friday, day shift; occasional requirements to participate in special events on nights and/or weekends. |

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

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| FINGER DEXTERITY: | Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together. |
| TALKING: | Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly. |
| AVERAGE HEARING: | Able to hear average or normal conversations and receive ordinary information. |
| REPETITIVE MOTIONS: | Movement frequently and regularly required using the wrists, hands, and/or fingers. |
| AVERAGE VISUAL ABILITIES: | Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery. |
| PHYSICAL STRENGTH: | Active work. In the field most of the time. Exerts up to 10 -30lbs. of force occ. |

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

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| REASONING ABILITY: | Ability to apply common sense and understanding to carry out detailed instructions. Ability to apply logical thinking to a wide range of intellectual and practical problems. Able to deal with difficult concepts and complex variables. |
| MATHEMATICS ABILITY: | Ability to perform basic math skills, basic statistical calculations, and to create and interpret graphs. Able to perform basic statistical calculations including frequency distributions, reliability and validity of tests, analysis of variance, and correlation techniques. |
| LANGUAGE ABILITY: | Ability to read technical journals, abstracts, financial reports, and legal documents. Ability to prepare articles, abstracts, editorials, journals, manuals, and critiques. Ability to prepare and make comprehensive presentations, participates in formal debate, communicates extemporaneously, and professionally communicates before an audience. |

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions/duties and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Senior Director of Development and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses.

(Date)

(Signature – Senior Director of Development)

(Date)

(Signature – President & Chief Executive Officer)