



# Jeremiah Program

**Job Title:** Director of Development  
**Status:** Full-time Exempt Position  
**Report to:** Executive Director

**Job Summary:** The Director of Development works in partnership with the Executive Director, the Community Board of Trustees, and staff to meet annual, and long-range development goals, including all annual fundraising, promoting deferred giving program, pursuing major gifts and overseeing all signature fundraising events.

This position creates an overall community fundraising vision, annual development plan and budget to support the community. It also manages timely donor/prospect reports in Raiser's Edge, supervises others, takes primary responsibility for and manages the community's annual corporate, foundation, and government grant program, and ensures that staff is implementing strategies to meet the goals for the annual fund, special events, institutional grants, and major donor solicitations.

The Director of Development executes on the organization's marketing and communication plan to reach goals and build the brand. This position will also collaborate and share best practices with the Marketing and Communications Director.

## **Primary Responsibilities:**

### **A. Advancement Strategy**

- Create and implement strategies to identify, cultivate, solicit, secure and steward donors/grants.
- Provide support and guidance to the community Executive Director and the Community Board of Trustees in all activities related to fundraising and donor relations.
- Oversee relationship management activities for the community; delegating wherever appropriate to staff and volunteers.
- Lead the research, identification, cultivation, solicitation and stewardship of the grant program targeting foundations, corporations, and government grants.
- Create and implement a planned giving program.
- Prepare an annual case for support directed at individual donors.
- Implement and manage donor recognition programs.

- Work with the Finance Department to ensure accurate and timely recording of revenue and expenses.
- Support and strategically guide the work of the local Development Committee (where applicable) and be responsible for implementing the committee's work.
- Provide input and guidance to the community Governance Committee to ensure that key investors are cultivated for trustee leadership.
- Work in partnership with the national office, particularly the Chief Advancement Officer and Marketing and Communications Director, to nurture a collaborative team environment and follow best practices.

## **B. Communication Strategy**

- Work collaboratively with the Marketing and Communications Director to ensure message and marketing alignment.
- Create an annual marketing and communication plan for the community, in alignment with the national marketing and communications plan.
- Create a plan to ensure clear and concise messaging in alignment with the overall messaging for Jeremiah Program.
- Deliver key messages, in alignment with the national marketing and communications plan and brand guidelines.
- Ensure that electronic and social media are utilized to Jeremiah Program's best advantage.
- Leverage volunteers and interns to increase organizational capacity within Advancement.

## **C. Other Duties as assigned**

### **Qualifications:**

- Seven to ten years development experience with proven success at soliciting and securing major gifts and planned giving from individuals and institutional and government grants.
- Ten years' experience with growing a large donor base, securing major and transformational gifts, totaling at least \$2 million annually.
- Five years of experience in managing and leading a development department.
- Demonstrated ability to think strategically and design a program that will expand upon Jeremiah's already established excellent community position.
- Flexibility with scheduling to accommodate donor and trustee activity requirements in addition to regular office hours.
- Superior team player and ability to share skills.
- Strong collaboration skills are necessary to build team and relationships within a national multi-site organization. Demonstrated knowledge of and experience with electronic giving and social media.
- Superior managerial and leadership skills.
- Excellent writing skills.
- Ability to build long-term relationships with donors, volunteers, and staff members.
- Demonstrated organization and problem-solving skills.

- Demonstrated ability to prioritize and handle multiple tasks independently.
- Excellent computer skills including donor management, Raiser's Edge preferable.
- Passion for the Jeremiah Program mission and values.