**EAST Job Description**

**Job Title:** Director of Development

**Department:** Development

**Reports To:** Chief Executive Officer

**FLSA Status: (exempt or nonexempt): exempt**

**Prepared By:** Matt Dozier

**Prepared Date:** May 28, 2015

**Approved By:**

**Approved Date:**

Summary: The Director of Development is responsible for the planning, directing, coordinating, implementation, and evaluation of a comprehensive development program to insure the necessary financial resources are in place for current and expanded programs consistent with the organization’s strategic plan and capital needs. This program includes annual giving, corporate gift program, major gifts, planned gifts, government and Foundation relations and gifts, and capital campaigns.

**Essential Duties and Responsibilities:**

* Design and implement a comprehensive development and marketing plan that provides annually a predetermined amount of income for the operating budget. Achieve the annual fundraising budget.
* Collaborates with Corporate Officers and Board Fundraising Committee in establishing development goals.
* Collaborates with Corporate Officers and Board of Directors in development, review, revision, and modifications to the comprehensive strategic plan.
* Design and implement a multi-year comprehensive development plan to address organizational needs, financial resources for expanded programs, planned giving, and endowment.
* Provide oversight for all staff assisting in Development efforts.
* Develop a recognition and stewardship program for donors and ensure timely acknowledgment.
* Research and explore new opportunities to generate financial resources to support EAST programs.
* Prepare and provide timely progress reports on achievement of each special event gross and net budgets, annual giving campaign, corporate partner’s renewals, and status of Foundation grants.
* Provide timely information to the Board Fundraising Committee and Board of Directors on the status of achievement of fund raising goals.
* Responsible for developing and maintaining the contact list of prospective EAST funders
* Collaborates with the Communications team in the development of marketing materials and strategies for fundraising
* Collaborates with the appropriate staff on grant opportunities
* Represents the interests of the EAST Initiative at various events and conferences
* Coordinates and leads all grant reporting activities for external reporting.
* Other duties as assigned

**Secondary Duties and Responsibilities:**

* Work with staff and committees to plan and deliver the Annual Conference and other events.
* Provide counsel and assistance to other Senior Directors to assure alignment of development activities with programmatic delivery, and operational support to EAST business practices and strategic plans.
* Assists CEO and CFO on tasks related to the Board of Directors.

**Requirements:**

* Ability to work collaboratively with a wide range of constituencies and stakeholders.
* Ability to think strategically and creatively about achieving EAST’s organizational priorities – a big picture thinker and innovator.
* Interpersonal skills including the ability and credibility to engage and interact with key leaders from business, the public sector, nonprofits, civic organizations, and Foundations.
* Ability and experience to motivate, coach, and develop staff to meet objectives. Contagious energy and enthusiasm.
* Willingness to handle flexible hours, including work on nights and weekends.
* Experience with foundation, government and corporate fundraising
* Grant writing experience with proven successes
* Knowledge of EAST
* Knowledge of standard business practices
* Ability to make independent decisions and take calculated risks
* Must have a current, unrestricted driver’s license
* Must have the ability to travel overnight with extensive travel being required at times
* Must have the ability to travel by common carrier

**Supervisory Responsibilities:**

* None

**Education and/or Experience:**

* Bachelor’s degree in marketing, business, or related field.
* Minimum of 5 – 7 years of progressive nonprofit development/fundraising with a proven track record.

**Language Skills:**

* English language: including punctuation, spelling, grammar, and writing technique
* Excellent written and verbal communication skills

**Reasoning Ability:**

* Ability to problem solve using deductive reasoning skills in a timely manner

**Mathematical Skills:**

* Basic skills including but not limited to addition, multiplication and division of whole numbers, decimals and fractions

**Physical Demands:**

* Ability to periodically lift 35 pounds and occasionally up to 75 pounds
* Ability to drive a car
* May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

**Work Environment:**

* Quiet to moderate noise level
* Fast paced and positive

Signature Print Name Date