



# EAST JOB DESCRIPTION

**JOB TITLE:** Director of Development

**DEPARTMENT:** Development

**Summary:** The Director of Development is responsible for assisting in the planning, directing, coordination, implementation, and evaluation of a comprehensive development program to ensure the necessary financial resources are in place for activities consistent with the organization's strategic and operational plan and capital needs. The Director of Development works with the President/CEO on development strategies and plans and assists in coordinating with the Development Committee of the EAST Board of Directors. The Director of Development interacts and foster positive relationships with a diverse group of EAST stakeholders.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Seek out support and funding from various entities to support the organization's needs using the EAST strategic and operational plan to guide these efforts.
- Collaborates with the President/CEO and Board Fundraising Committee in establishing development goals.
- Oversees programs such as annual giving campaigns, corporate gift program, major gifts, planned gifts, Foundation gifts, capital campaigns, the EAST scholarship and endowment programs
- Serves as champion of the development section of the operational plan, coordinating the drafting of each iteration with the President/CEO, the other Sr. Directors, and the other champions of the various sections.
- Coordinate with other staff members assisting in development efforts.
- Assist in the recognition and stewardship program for donors and ensure timely acknowledgment. Coordinates with the finance team to ensure that acknowledgement includes necessary tax information for the donors.
- 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 Development Committee and the overall Board of Directors on the status of achievement of fundraising goals.
- Responsible for developing and maintaining the contact list of prospective EAST funders. Coordinate this with the larger database of EAST contacts and information.
- Collaborates with the Communications team in the development of marketing materials and strategies for fundraising.

- Collaborates with the Events team to develop and execute the event fundraising plan. This includes the Annual EAST Conference and Seminar, Partner Appreciation Events, the Day of Giving Campaign, and such other events that may develop.
- Working with appropriate staff, manages and coordinates event sponsorship and participation (Conference exhibitors, Conference & Seminar Tinker Space(s), etc.)
- Collaborates with the project coordinator and other appropriate staff on grant opportunities and in the transition from proposal submission to deployment.
- Represents the interests of EAST at various events and conferences
- Coordinates grant reporting activities for external reporting in collaboration with appropriate staff (for the specific grant and reporting needs).
- Research and explore new opportunities to generate financial resources to support EAST programs.
- Other duties as assigned.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Work with staff and committees to plan and deliver the Annual Conference and other events.
- Assists various departments and staff to seek out and coordinate research opportunities related to EAST practices and outcomes, especially as it relates to the Development office's capacity to prepare proposals and seek funding.
- Assists President/CEO on tasks related to the Board of Directors.
- In coordination with the Operational/Human Resources office, work with volunteers and interns on development projects and activities.

**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.
- Interpersonal skills including the ability to engage and interact in a professional and positive manner with key leaders internally (EAST staff and participants) and externally from business, the public sector, nonprofits, civic organizations, and foundations.
- Ability to develop and deliver presentations related to EAST development work internally and externally.
- Willingness to handle flexible hours, including work on nights and weekends.
- Grant writing experience.
- 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 similar field.

- Minimum of 3 years of nonprofit development/fundraising work at various levels with demonstrated outcomes.

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

\*Requests for accommodation need to be directed to Human Resources.

**WORK ENVIRONMENT:**

- Quiet to moderate noise level
- Fast paced and positive

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Signature

Print Name

Date