



EAST JOB DESCRIPTION

JOB TITLE: Director of Development

DEPARTMENT: Development

REPORTS TO: President/CEO

FLSA STATUS: (EXEMPT OR NONEXEMPT): EXEMPT

SAFETY SENSITIVE POSITION: NO, EXCEPT WHEN WORKING WITH STUDENTS

PREPARED BY: Matt Dozier

PREPARED DATE: September 1, 2022

APPROVED BY: Matt Dozier

APPROVED DATE: September 14, 2022

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 fosters positive relationships with a diverse group of EAST stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Seeks 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 Development Committee to establish development goals.
- Oversees programs, such as annual giving campaigns, corporate gift programs, major gifts, planned gifts, Foundation gifts, capital campaigns, the EAST scholarship and endowment programs, etc.
- Serves as champion of the development section of the strategic and operational plan, coordinating the drafting of each iteration with the President/CEO, the other Sr. Directors, and the other champions of the various sections.
- Coordinates with other staff members assisting in development efforts.
- Assists in the recognition and stewardship program for donors and ensure timely acknowledgment. Coordinates with the finance team to ensure that acknowledgment includes necessary tax information for the donors.
- Prepares and provides 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.

- Provides timely information to the Board Development Committee and the overall Board of Directors on the status of achievement of fundraising goals.
- Develops and maintains the CRM for development and funding prospects. Coordinate this with the larger database of EAST contacts and information.
- Collaborates with the Communications team to develop 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, the Day of Giving Campaign, and 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 Program Coordinator of Special Projects 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).
- Researches and explore new opportunities to generate financial resources to support EAST programs.
- Other duties as assigned.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Supports staff and committees in the execution of the annual Conference and other events
- Assists staff and other departments to seek out and 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.
- Strong 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 when necessary.
- 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, education 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

Signature

Print Name

Date