Downloaded from <https://www.velvetjobs.com/job-descriptions/director-of-development>

# Example of Director Of Development Job Description

Our growing company is looking to fill the role of director of development. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for director of development

* Working with colleagues, cultivate and nurture relationships with current and potential corporate & foundation sponsors
* Grow our individual donor base, manage annual giving campaign, cultivate major gifts and planned gifts
* Generate, with appropriate staff, all donor and prospect solicitation and stewardship material and correspondence
* Take leadership on development of a strategy for increasing and sustaining annual gifts, major gifts, and bequests to TAUNY
* Orchestrate implementation of that strategy
* Establish and maintain relationships with key prospects, donors, local business and community leaders
* Work with the Executive Director on special fundraising initiatives, such as underwriting support of programs
* Participates in the development of school or department fiscal year operating budget
* Maintain close relationships with Festival and Center’s family members - current donors, sponsors, funders, and community leaders
* Manages all aspects of new store construction, remodels and relocations

## Qualifications for director of development

* Group management experience required, experience managing Sr Managers required
* Understanding of distributed development and partner management
* Seeking a self-starting, fearless leader who loves production and can create a fun but accountable team dynamic
* Experience working in a collaborative environment with staff, the Board, and senior management in a fast-paced, creatively-driven organization
* A passion for the mission, programs, music and future plans of The New York Pops
* Provide leadership, direction and management to the development department