



# Example of Director, Development Job Description

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Our innovative and growing company is looking for a director, 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, development

- Research and write grant proposals and reports to corporate, foundation, and government funders
- Develop and grow our individual donor base
- Be accountable for the committed deadlines
- Work in a distributed team environment while collaborating with development partners
- Regularly reviews performance and holds timely discussions - provides day-to-day coaching and mentoring to team (career coaching, time management ) and works in conjunction with direct manager to resolve any team issues
- Partner with Development managers and Producers across the organization to optimize the trade-off between quality, time and cost for product feature requests and production issues
- Define initial project scope by interpreting design documents and establishing a clear picture of project scope to help the team create accurate development estimates
- Manages day-to-day project schedules and motivates team towards a common project goal
- Initiate or implement development process improvements to achieve efficiencies
- Act as a change agent for process improvements

## Qualifications for director, development

- Experience with presenting concepts and ideas to large groups, coupled with good public speaking and interpersonal skills
- Experience with and understanding of Licensed Operator or other similar business models and business opportunities
- Experience in a wide variety of program genres
- Ability to multitask and prioritize handling of issues
- Strong reporting and analytics skills