



Example of Director Of Development Job Description

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Our innovative and growing company is looking for a director of development. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for director of development

- Define and implement departmental long-range goals addressing funding raised annually, benchmarks for growth, targets for giving, and other development objectives
- Oversee the implementation and management of programs for individual annual fund giving, and corporate, foundation and government giving, program of comprehensive stewardship and development fundraising and cultivation events, meeting the goals of the department
- Create and maintain an active pipeline of major donor prospects and board prospects
- Work closely with the Managing Director, Artistic Director, and Board leadership to identify trustee candidates with capacity and talents, as needed
- Oversee management of the department's budget and the annual evaluation of the development department's programs including cost benefit analysis
- Manage 3-4 Development Committee meetings per year and present development reports at quarterly Board meetings, or as needed, to show progress towards goals
- Review daily ticket buyers lists for on-site fundraising initiatives during the main season, and maintain a presence during the summer season
- Supervise the gift acceptance and processing system to properly accept and record all charitable gifts and acknowledge accordingly
- Serve as an articulate, enthusiastic, and visible spokesperson for the organization

Qualifications for director of development

- Be able to demonstrate a high level of personal integrity and a strong work ethic
- Be able to manage multiple projects/deadlines and work successfully under pressure
- Be flexible with a “hands on” approach with a determination to get things done
- Have a good sense of humor and want to be a key player in the future of the company
- Be a crucial ambassador with the ability to promote our mission with passion and commitment
- Be able to foster strong relationships from the outside and within the organization