



Example of Director Of Development Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of director of development. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for director of development

- Track, analyze and share key performance metrics (sales, # new customers, call volume, AOV, conversion rate, abandonment rate,) key consumer insights on a weekly basis to cross-functional teams, providing action plan to maximize customer satisfaction and sales
- Recruit, train and manage a team of 8+ Beauty Confidantes/Customer Care Representatives, defining work goals, personal development plan and providing mid-year and year-end reviews
- Define incentive programs and provide team with ongoing feedback to drive appropriate behaviors in support of customer satisfaction and sales goals
- Forging new relationships to build the organization's visibility and secure financial support from individuals, foundations and corporations
- Managing and motivating a high-performing team of full-time and part-time employees to exceed goals
- Building a robust development plan of annual, major, corporate partnerships, events, marketing, and foundation support, with clear revenue goals and a diverse mix of funders to advance the strategic priorities of the organization and ensures long-term growth and sustainability
- Maintaining open and ongoing communication with President/Founder by providing complete and accurate activity reports, revenue forecasts and situation analyses regularly
- Developing and implementing strategies to bolster the organization's citywide presence and community engagement

- Designing, producing and managing signature events and annual gala

Qualifications for director of development

- Must have working knowledge of all Microsoft Office applications
- Excellent written and verbal communication skills, including ability to write and speak persuasively about Scholarship and/or the University
- Overseeing donor data management, tracking and reporting
- Actively participating in the foundation and corporate grant application/writing processes
- Manage a dynamic portfolio of prospects and grow prospect pool
- Plan and execute strategies to identify, cultivate and solicit individual, corporate and foundation prospects