



Example of Director Of Development Job Description

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Our growing company is looking to fill the role of director of development. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for director of development

- Evaluate Resource Development staff performance using building and motivational techniques, additional training, and organizational disciplinary protocols as appropriate to continually improve departmental professionalism, performance and to drive results
- Create detailed annual work plan and contribute to school's overall fundraising plan, goals, and objectives
- Author proposals for and secure gifts and grants of \$100,000+
- Collaborate with Development Research team and utilize discovery research tools to identify individual, corporate and foundation prospects
- Identify and enlist advocates and volunteers to assist in development efforts
- Collaborate with faculty and academic administrators in identifying needs and articulating cases for support
- Become knowledgeable about and keep current on law school activities and projects
- Contribute to constituent database to ensure current and complete donor records
- Evaluate and report the efficacy and ROI of fundraising activities for academic programs
- Develops effective relationships with medical faculty and department chairs to advance the mission of the department, medical center, and university

Qualifications for director of development

- Identifies, cultivates and solicits prospects of the Medical Center for major

- Manages relationships in a portfolio of at least 100 major gifts prospects rated for gifts of \$ 50,000 or more
- Works within the GWU research and prospect management system
- Achieves goals for visits, solicitations, and dollars raised as approved by the Executive Director and Clinical Care and Research in collaboration with the Associate Vice President, Medical Center Development and Alumni Relations
- Coordinates visits with academic medical leadership, physicians, and appropriate staff
- Collaborates with colleagues across the Medical Center and GWU to achieve closure of comprehensive gift strategies