



Example of Fundraising Director Job Description

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Our company is growing rapidly and is hiring for a fundraising director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for fundraising director

- Recruits, trains and manages high level volunteers in the medical and non-medical fields to serve in leadership capacities on the local board of directors and in support of fundraising campaigns
- Accountability for the implementation of the Kentuckiana Heart Walk event based on nationally established best practices
- Recruits and engages volunteer leadership to champion the fundraising success of assigned revenue streams
- Manages current Heart Walk participating companies, recruits new company involvement, and secures corporate sponsorship to reach the \$325,000 fundraising goal for the Heart Walk campaign
- Manage current participating companies and prospect and recruit new companies, individuals, to establish fundraising teams
- Leads, develops and implements a comprehensive strategic plan, including a robust development strategy to produce aggressive growth in revenue with the expectation that fundraising goals are met and exceeded on a sustainable basis primarily through a combination of special events, corporate sponsorship and individual giving
- Supervises and coaches staff in a trusting, team-oriented climate in which communication is open, best practices and established guidelines are followed and interdependent collaboration is actively promoted, fostered and recognized for success
- Write and distribute press releases and talking points, as necessary
- Track and keep records of all contributions and designated restrictions to the

- Process cash receipts and cash disbursements, coordinate various supporting documentation between all parties involved in recordkeeping processes

Qualifications for fundraising director

- Maintain details related to grant processes, including all information on institutions and grant recipients
- Oversee the organization's annual grant cycle
- Compose outreach letters and announcements to advertise the organization's funding opportunities
- Communicating with Education Council members to ensure engagement and involvement
- Working knowledge of and experience with CRM (ex
- Solicits and maintains high-level corporate sponsors by developing year-round cultivation plans ensuring superior customer relations