



Example of Fundraising Director Job Description

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Our growing company is hiring for a fundraising director. 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 fundraising director

- Responsible for donor solicitation, volunteer and participant recruitment, training and management activities including volunteer management to reach community participation and income goals
- Responsibility for managing and implementing up to 5 events within 140 miles of Columbus Ohio
- Providing leadership oversight to the board of directors
- Collaborating with corporations and community leaders to maximize efficiency and effectiveness of fund raising efforts
- Guide and direct Administrative Associate to reach goals if Heart Walk Director has supervisory responsibilities
- Maintain timely communication with all staff at local and affiliate levels
- Meet or exceed the expected level of corporate activity each week and month, , number of face-to-face visits, asks, calls, personal correspondence
- Identifies, cultivates and manages corporate and community involvement, including high level corporate sponsorship, on a year-round basis
- Drives the ongoing process of identifying, recruiting and activating executive level volunteers in both the corporate and medical communities
- Achievement of the Heart Ball event financial goal(s)

Qualifications for fundraising director

- Bachelor's or some college plus experience

- Must have at least 3 years of experience in outside sales or in a non-profit organization in a similar capacity
- Have the ability to lift at least 20 lbs
- Ability to read, comprehend and analyze number goals, fundraising reports
- Ability to recruit, train, and manage volunteers