



Example of Fundraising Director Job Description

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Our innovative and growing company is looking for a fundraising director. 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 fundraising director

- Develop and manage a multi-year fundraising and major gifts plan, which includes strategies, tactics, goals/benchmarks, investment recommendations, and budget focused on retaining and upgrading existing donors and significantly expanding donors at all levels
- Collaborates with the directors of the Development Office fundraising units to plan the creation and production of communication pieces to support ongoing and special solicitation efforts effective stewardship of past philanthropy
- Stays informed on Mount Sinai's current fundraising priorities and how they inform our prospect identification processes, , developing and maintaining the ability to recognize opportunities to match a new/emerging prospect with a high-priority funding need for Mount Sinai
- Lead data management and reporting for MoveOn Ventures programs, including tracking Ventures fundraising metrics for staff and management, budget reporting for these programs
- Hands-on management of phone fundraising program
- Directing, managing and implementing key fundraising programs to encourage new, renewed and upgraded giving
- Developing the strategic direction, annual and long-term goals and the budget for Fundraising Programs
- Overseeing communication between the Fundraising Programs and other areas within development to ensure solicitation efforts are coordinated

- Managing dynamic fundraising teams

Qualifications for fundraising director

- Ability to comprehend and analyze number goals, fundraising reports
- Lead volunteer recruitment and engagement
- Manages Administrative Associate who is responsible for event logistics including, but not limited to, event promotions, entertainment, live and silent auctions
- Achievement of the specific event financial goal(s) through securing corporate sponsorship and participant income
- Strong verbal and written communication skills, including large and small group presentations, group facilitation, and training
- Directly implements the Go Red For Women Campaign