



Example of Fundraising Director Job Description

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Our innovative and growing company is looking to fill the role of 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

- Manage a year-round fundraising campaign
 - Guide and direct Administrative Associate to reach goals if Gala Director has supervisory responsibilities
 - Plans, manages and evaluates Heart Walk company team participation through ongoing communication and management of Company Leaders, Team Captains and Walkers to ensure campaign goals are met
 - Responsibility for managing and implementing up to 4-5 events
 - Drives the ongoing process for the identification, recruitment, orientation, training and retention of medical and non-medical volunteer leadership, including a countywide Board of Directors, with community influence and personal affluence to raise revenue and support mission integration
 - Lead focused growth in major gifts areas and prospects, coordinating efforts with regional Major Gifts Officer(s)
 - Effectively collaborates with staff across the organization to achieve established goals and outcomes
 - Works in a player/coach capacity
 - Develop, monitor, and evaluate an annual working plan with dollar and volunteer recruitment goals, budget and timelines for each event/initiative
 - Identify, recruit and manage leadership volunteers comprised of decision makers and community leaders within the medical and non-medical communities
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- Computing proficiency, including word processing
- Must have at least 6 months- 2 years of experience in outside sales or in a non-profit organization in a similar capacity
- Comfortable with business to business sales, including cold calling
- 5+ years of leadership experience in a comparable non-profit or sales organization
- 5+ years of experience recruiting, engaging and activating executive level corporate and medical volunteers
- Ability to credibly establish and execute a strategic plan across functional areas and disciplines in a complex and highly dynamic environment, effectively translating strategies to measurable goals and plans