



## **Development Director Job Description**

**Reports to: Executive Director**

**Time Commitment: Part-time, 25 hours per week including occasional evenings and/or weekends as needed for special events and/or meetings.**

### **Job Summary:**

The Development Director is an active fundraising position working in collaboration with the Executive Director, key staff members and the Board of Directors to grow and sustain the financial resources necessary to support agency programs and services. This position will help lead and coordinate the agency's fundraising and development efforts. This includes researching, cultivating and tracking potential donors and funding opportunities as well as building community awareness and support by securing and managing donor relationships, gifts and fundraising efforts.

### **Essential Duties:**

- Assist with developing and executing a strategic annual fundraising plan.
- Create new fundraising initiatives/events.
- Establish and cultivate relationships throughout the service area with businesses, donors and community funders.
- Present to community groups and donors about Community Clothes Closet programs and fundraising opportunities.
- Pursue, apply for, write grant proposals and produce grant reports.
- Generate queries, reports, exports and any other philanthropic data as needed to ensure compliance as required by grant submissions and awards.
- Work to strengthen annual giving and develop a planned giving program to establish long-term financial stability for the organization.
- Maintain grant schedule to ensure timely submission of letters of inquiry, proposal deadlines and reports.
- Track all activities related to donors and giving to the organization.
- Monitor event planning to meet fundraising goals and raise community awareness.
- Collaborate with staff on outbound marketing pieces.
- Meet regularly with Executive Director.
- Other duties as assigned.

### **Competencies:**

- Excellent interpersonal, presentation and organizational skills.
- Excellent public speaking, writing, organization and management skills.
- Working knowledge of philanthropic vehicles.

- Proven ability to relate to and build relationships with all levels of community members.
- A proactive, focused and self-motivated attitude in order to meet and exceed funding goals.
- Ability to work in a fast-paced environment with multifaceted demands.
- Results-orientated and a passion for creativity.
- Flexibility to attend occasional evening and/or weekend meetings and/or events.

**Education, Experience and Other Requirements:**

- Bachelor's Degree in Business, English, Communications, Public Relations or other related field is preferred.
- Experience in grant writing, planned-giving, endowments and knowledge of potential funding sources for non-profits.
- Experience organizing, planning and executing fundraising events and collaborative projects.
- Demonstrated experience with donor databases.

Learn more about this exciting career opportunity and become part of our team! To apply please send your resume and cover letter to [director@communityclothescloset.org](mailto:director@communityclothescloset.org).