

# **Alice Aycock Poe Center for Health Education**

## **Job Description**

**Position:**               **Development Director**

**Reports To:**           **Executive Director (ED)**

### **Position Summary:**

Manage the development activities of the Poe Center's mission, goals and stated objectives to ensure fiscal stability. The Development Director works under the supervision of the ED, coordinating efforts with other members of the management team, board members and volunteer committees to successfully design and implement a development plan to further the mission of the Poe Center.

### **Qualification Requirements:**

- Strategic thinker with excellent leadership, business, organizational and management skills; demonstrated ability to maintain successful interpersonal relationships with contributors, volunteers, board and staff.
- Proven success in managing gifts and a proven track record of successful planning and fundraising with a minimum of 3-5 years of development experience.
- Superior communication skills, verbal and written, required and a strong commitment to the Center's mission, goals, and values is necessary.
- Knowledge and understanding of all revenue sources available to non-profit organizations, such as: corporate contributions and sponsorships, foundation funding, major gifts, planned giving, and individual giving.
- Proven ability to create, organize, and execute special events.
- Outstanding ability to manage multiple priorities and projects while working as part of a team in a multi-cultural environment.
- Dynamic, energetic, tenacious approach to promoting programs required.
- Engaging personality that can cultivate strong relationships and work successfully with staff, volunteers and major donors.
- Extensive computer, including Raisers Edge, PowerPoint, Excel, and Word.
- Proven grant writing experience.

### **Major Duties and Responsibilities:**

- In collaboration with ED, responsible for coordinating efforts to meet with and prepare proposals for foundations, corporations, and individuals to solicit funds for annual fund that are approved by the Board of Directors.
- Manage the administration of the annual fund.
- Train board members, staff and volunteers on the principles and techniques of fundraising.
- Define strategies to solicit and cultivate individual donors.

- Develop, and manage budget for all fundraising
- Work closely with IT manager to help ensure that the development work is being entered correctly to data system in regards to all donors and prospects for cultivation.
- Design and implement, with input from the Development Committee, an Annual Development Plan.
- Assist in development of Strategic Plan.
- Identify and write grants.
- Plan, implement and evaluate special events.
- Identify opportunities to partner with other organizations on special projects, grants and funding opportunities.
- Ensure thank you letters and acknowledgments get out within 48 hours.
- Ensure renewal of corporate proposals
- Work with related board committees, staff and community leaders to develop and market programming.

#### Other

- Serve as liaison to appropriate community committees, coalitions and maintain positive relationships with Poe Center partners.
- Be responsive to the needs of other staff, Board members and volunteers.
- Responsible for having time sheets and expense reports to ED within the scheduled time.
- Responsible for staying within development budget, tracking mileage and personal expenses.
- Attend professional development training for fundraising and enhance professional skills.
- Perform all other duties as assigned by the ED.