



Job Description

Job Title: Development Director
Responsible to: CEO
Responsibilities: Plan and implement a development and fundraising program to provide for short and long term needs for the Helpline Center.

A. Assess, develop, coordinate and evaluate fund development activities to ensure successful attainment of the financial goals of the organization.

1. Coordinate the fund development plan, including long and short range planning, priorities, budgets, and projections. Work closely with the CEO and Board to develop and implement. Facilitate Development Committees to ensure success of volunteers and meeting of financial goals.
3. Research and secure funding sources, including grants, public dollars, and other foundations for funding.
4. Administer Helpline Center's fund development campaigns.
 - A. Plan and execute annual corporate and individual campaign.
 - B. Cultivate strong relationships with current donors.
 - C. Identify and solicit potential donors and sponsors.
 - D. Work with the Board, CEO, and designated volunteers to cultivate and solicit potential donors and sponsors.
 - E. Manage, plan and enhance the Step Forward to Prevent Suicide walks, Spirit of Volunteerism events and Helpline Open fundraising events.
 - F. Manage and enhance donor software program.
 - G. Develop and execute a plan to recognize and thank donors for their contributions.

B. Supervise marketing/public relations staff.

1. Plan, coordinate, and execute the public relations as related to building the Helpline Center brand.
2. Work with staff to establish and maintain a strong marketing/brand presence.
3. Oversee staff to coordinate media functions, including media releases, social media and producing promotional materials for the agency.
4. Work with staff to produce relevant and informative fundraising literature for distribution to donors and the public.

C. Supervise development staff.

1. Assign, plan, and oversee the work of development staff to ensure the success of the development strategies for the organization including planning and coordination of fundraising events.

D. Maintain a professional presence within the community

1. Develop and maintain close relationships with various constituencies within the community.
2. Be involved with the community at large and appropriate professional organizations.

E. Professionalism

1. Support and carry out the mission of the agency.
2. Follow agency policies, including personnel and programmatic.
3. Participate in the agency, demonstrate team participation and a work place philosophy that enriches staff's ability to reach goals and provide a high level of customer service.
4. Develop professional and personal growth through opportunities and involvement.

F. Additional Duties

1. At times, staff will be required to perform additional duties beyond those specified.

Qualifications:

- Bachelor's Degree in a related field (such as nonprofit management, fundraising, business or communications)
- Experience and success in fund development, fundraising events, grant writing and donor/funding relationships. Five years of experience in fundraising for a nonprofit organization preferred.
- Ability to work in a team setting with various constituents.
- Extensive knowledge of fundraising strategies and principles.
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Capacity to manage multiple tasks under pressure.
- Successful management of volunteers for fund development, and able to provide leadership and motivation to volunteers.
- Possess excellent organizational, written and verbal communication skills. Outgoing and comfortable with people.
- Familiarity with donor and fundraising software
- Passion for mission of the Helpline Center.

Hours: Full Time Exempt

Date: October 2023

Employee

Date

Supervisor

Date
