

## **POSITION DESCRIPTION**

Position: Director of Development  
Program: Fund Development  
Reports to: Vice President/Chief Development Officer

Status: Exempt  
Date Prepared: 09/2019

### **POSITION SUMMARY:**

The Director of Development is responsible for the implementation of strategies and initiatives designed to engage individuals, corporations, and foundations in support of Volunteers of America Northern California & Northern Nevada (VOA-NCNN). The position will oversee all aspects of fund development in Sacramento including donor cultivation, donor solicitation, and donor stewardship. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

### **OBJECTIVES/ACTIVITIES:**

1. Manage a portfolio of 50-75 major gift prospects in the Sacramento area.
2. Make 100-150 face to face donor cultivation, solicitation, and stewardship visits each year.
3. Manage a portfolio of 50 - 75 mid-level donors.
4. Participate in and drive all aspects of the gift cycle for major and mid-level donors:
  - o Initiate contacts with potential prospects
  - o Develop appropriate cultivation strategies for major and mid-level donors
  - o Move potential donors in an appropriate and timely fashion toward solicitation and close
  - o Make solicitations when appropriate
5. Provide oversight to direct mail donors in Sacramento, focusing on multi-year donors who have the potential to move from direct mail to the mid-level donor pool.
6. Manage the stewardship of all individual donors in Sacramento. Develop individual cultivation and stewardship plans for each Tier I (major gift) donor in the portfolio.
7. Manage annual fundraising breakfast – including recruiting Table Captains, Table Captain Events, Breakfast and Thank You events
8. Manage employee giving campaign
9. Track and report progress, recording all donor contacts and visits in the VOA-NCNN donor data management system on a timely basis.
10. Manage systems and software to track and cultivate donors and prospects in Sacramento
11. Work with the Vice President and Chief Development Officer to set personal goals and goals for Sacramento region.
12. Conduct speaking engagements and tours on behalf of Volunteers of America.
13. Oversee all communication with local stakeholders including newsletters, social media, etc.
14. Recruit and manage volunteer development committee to assist in fundraising and cultivation events.
15. Provide direction and leadership to the Community Engagement Manager in identifying, cultivating and soliciting corporate gifts.
16. Provide direction and leadership to the Gift Administration Manager in order to identify major gift leads and areas of opportunity.
17. Develop and implement a development plan including fundraising opportunities, stewardship activities and acquisition strategies.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

A Bachelor's degree or a minimum of five years' experience in direct fundraising, with a proven track record of building donor relationships, managing staff and soliciting gifts. Certified Fund Raising Professional Executive (CFRE) certification desired. Supervision experience required. Experience with human services nonprofits desired. Must have a strong desire to work for an organization dealing with issues unique to homelessness, substance abuse, and mental health. Valid California driver license and ability to meet organizations insurance providers requirements required.

**SPECIFIC SKILLS REQUIRED:**

Ability to develop and cultivate relationships  
Excellent oral and written communications  
Strong interpersonal skills  
Ability to multi-task  
Ability to meet goals and deadlines  
Experience with data entry on donor data systems  
Experience with Microsoft suite of products  
Teamwork skills  
Demonstrated leadership skills  
Computer skills  
Organizational skills  
Analytical and decision making ability

**PHYSICAL REQUIREMENTS:**

Lift and move up to 30 pounds  
Physically able to safely maneuver weight distribution for event set ups  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the VP of Development. This person must be able to function both independently and in a team (volunteers) environment working towards attainment of operational goals.

**SUPERVISION EXERCISED:**

This position will supervise three staff as well as other interns or volunteers as needed.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with outside contacts, advisory board members, clients, and all levels of staff. The Director of Development is responsible for promoting agency image and adhering to agency practices and procedures, while establishing and maintaining good working relationships with all individuals with whom he/she interacts. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Minimal, however, errors in monetary donations for accounting purposes can have major impact.

**NUMBER OF EMPLOYEES:**

This position will supervise the Gift Administration Manager, Community Engagement Manager and Development Officer – Foundation Giving

**This Director of Development job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_