

Job Description – Director of Development

Position Summary:

The Development Director identifies and develops varied and sustainable sources of funding for agency programs, communicates the mission of the agency to the wider community, and builds community relations to promote and advance the agency's goals. The Director of Development oversees all fundraising, communications, and community engagement activities for the agency. The Director must be able to develop reliable funding resources from and effectively advocate for the agency's mission to individuals, corporations, foundations, faith-based entities and other community organizations.

Responsibilities:

1. Develop and oversee an annual fundraising plan to secure private funding from individuals, corporations, foundations, faith-based entities, and community organizations that align with the mission of the agency
2. Research and identify prospective donors and funders and develop strategies to cultivate those relationships
3. Build relationships with current donors to sustain and upgrade their support
4. Plan and execute all agency fundraising and community events, including an annual gala, World Refugee Day celebration, and small donor relations events
5. Develop all print and digital collateral for fundraising and donor relations activities, including annual appeals, funding proposals, annual reports, event invitations, videos, etc. Serve as the liaison for any contracted services.
6. In collaboration with the Community Engagement Coordinator, direct and implement all print and digital marketing efforts (brochures, social media, website, email)
7. Represent the agency at public speaking engagements and serve as media relations back-up to the Executive Director
8. Supervise the Community Engagement Coordinator in implementing the Volunteer Program and community outreach activities
9. Supervise the Grants Coordinator and assist with the development of proposals or conduct site visits with funders
10. Maintain the accuracy and integrity of the donor database and provide relevant reports to the Executive Director, Board, and Finance Manager
11. Serve as the staff liaison to the Board Development Committee
12. Perform other duties as assigned by the Executive Director
13. Maintain detailed record-keeping of fundraising transactions and activity
14. Protect donor privacy and provide responsive and ethical delivery of services to donors
15. Prepare reports and records as required by the Executive Director
16. Correspond with donors through phone contact, email, and in-person meetings
17. Attend regular staff meetings and activities as required
18. Promote a culture of philanthropy among staff and board members
19. Work some evenings and weekends as needed
20. Reports to the Executive Director

Position Criteria:

- Bachelor's degree with additional philanthropic studies preferred.
- Must have at least three years of experience with a background in fundraising, event planning, grant writing, communications, marketing and/or public relations. Must possess strong record-keeping skills.
- PC proficiency, competent with Word, Excel, and PowerPoint.
- Must be a self-starter with a high level of organizational skill, flexibility, and commitment to refugees.
- Must be a passionate Human Rights advocate, who can promote the mission of refugee resettlement.
- Must be able to work both independently and as a part of a diverse multi-cultural team.

Signature of Development Director

Date

Signature of Executive Director

Date