



## **Coalition for the Homeless Job Description**

Revised April 3, 2017

Title:	Director of Development
Summary:	This position is responsible for coordination and leadership of the annual fundraising goals of The Coalition for the Homeless.
Reports to:	Executive Director
Direct Reports:	None
Classification:	Regular Full-Time Professional or Negotiated Part-Time Position
Salary Range:	\$45,000 – \$55,000 for full-time position based on experience
Minimum Requirements:	Bachelor's Degree in a related field with five years experience in the fund development. Familiarity with grant writing, individual giving practices and donor management. Ability to work with diverse groups and interest in soliciting funds and resources. Excellent written and communication skills. Must have access to insured vehicle. Social media and marketing skills preferred.

### **Job Duties**

- 1) Maintain relationship with donors via regular communication and meetings. Personally ask for gifts or prepare senior Coalition leaders to make asks as appropriate.
- 2) Develop and maintain a list of prospective donors and build relationships with them.
- 3) Solicit gifts (in-kind and cash) and sponsorships from foundations, businesses and individuals for events and ongoing operations.
- 4) Work with executive director to create annual fundraising goals and oversee the implementation and management of all aspects of the annual campaign.
- 5) Oversee the Coalition's implementation and management of the donor database and use to build and maintain relationships with annual donors.
- 6) Create appropriate methods to thank and show appreciation for donors and lead implementation.
- 7) Strategically seek out grant opportunities by aligning greatest needs of the organization with the interests of grantors and write grants as appropriate. Work with executive director on additional grants to be written by others.
- 8) Train Board of Directors in the role of fund development and relationship development.
- 9) Staff Associate Board meetings and lead them in fund and relationship development.
- 10) Coordinate and staff the Board of Directors Development Committee meetings.
- 11) Coordinate with marketing staff to highlight development opportunities.
- 12) Assist executive director in designing, planning, and executing fundraising events to maximize funding, participation and community education.
- 13) Assist the executive director as needed to speak on behalf of the Coalition at public events.
- 14) Recruit and train volunteers as needed to aid in fundraising efforts.