



## Job Description

Revised August 29, 2022

<b>Title:</b>	Director of Development
<b>Summary:</b>	This position is responsible for coordination and leadership of the annual fundraising goals of The Coalition for the Homeless.
<b>Reports to:</b>	Executive Director
<b>Direct Reports:</b>	Half-time Executive Assistant
<b>Classification:</b>	Regular Full-Time Professional
<b>Salary Range:</b>	\$62,000-\$75,000 based on experience
<b>Minimum Requirements:</b>	Bachelor's Degree in a related field with five years of experience in fund development. Skilled in grant writing, individual giving practices, and donor relationship management. Ability to work with diverse groups and interest in soliciting funds and resources. Excellent written and verbal communication skills. Must have access to insured vehicle. Social media and marketing skills preferred.

### Job Duties

- 1) Work with Executive Director to create annual fundraising goals and oversee the implementation and management of all aspects of private revenue generation.
- 2) Maintain relationships with donors via regular communication and meetings and develop a list of prospective donors and build relationships with them. Personally ask for gifts or prepare senior Coalition leaders to make asks as appropriate.
- 3) Solicit gifts (in-kind and cash) and sponsorships from foundations, businesses, and individuals for events and ongoing operations.
- 4) Oversee the management of the donor database and use it to build and maintain relationships with donors.
- 5) Create appropriate methods to thank and show appreciation for donors and lead implementation.
- 6) Strategically seek out grant opportunities by aligning greatest needs of the organization with the interests of grantors and write grants as appropriate. Manage and report on grants and steward relationships with funders to encourage renewal. Work with Executive Director on additional grants to be written by others.
- 7) Plan, design, write, lay out, and mail at least two annual mailings (annual report and year-end solicitation) in cooperation with the Director of Communications.
- 8) Train Board of Directors in the role of fund development and relationship development.
- 9) Coordinate and staff other Board and volunteer committees as needed.
- 10) Coordinate with Director of Communications on development communications.
- 11) Work with volunteers to execute fundraising events as needed.
- 12) Serve on the leadership team leading strategic direction of the organization and, when appropriate speak in behalf of the Coalition in meetings and at public events..
- 13) Recruit and train volunteers as needed to aid in fundraising efforts.