



POSITION DESCRIPTION

Director of Development

Purpose of the Position

The Director of Development (DD) provides highly proficient fund development that supports JRC two Early Learning Centers and the Adult Day Care Center.

The DD has a primary impact on the overall effectiveness to accomplish JRC's goals and objectives in service and accountability to the community we serve. The DD is directly accountable for overall operational management of fund development activities and initiatives and its ability to fund JRC programs and services.

Position Profile

The DD works in concert with the Executive Director so that strategic goals and objectives can be achieved. As a Member of the Executive Management Team, the DD is responsible to direct and plan all fund development activities and opportunities to ensure the needs of JRC are met in a reasonable, effective, ethical and efficient manner.

Key Responsibilities

- In collaboration with the Executive Director, creates a fluid Fund Development Plan that is measurable and effective and includes new strategies that increase financial support.
- Researches and cultivates grant proposals. Designs, develops and writes proposals and other written solicitation materials to potential donors and/or funders. Ensures proposals and solicitations met the donor and/or funders' criteria for submission and are submitted on time.
- Has knowledge of and is responsible to write and timely submit all contract compliance directives of successful grants including semi and/or annual evaluation reports or as requested from the donors.
- Plans, organizes and implements JRC Annual Appeal Campaigns and major fundraising events so that strategic goals are accomplished. Has confident public speaking ability to represent JRC for in-person presentations to donors, supporters, JRC committees and the community.
- Generates new and/or increased support from governmental/public sources, individuals, foundations and corporations including cultivation of major gift prospects.



- Builds community relations. Meets with current and prospective donors and supporters on a continual basis to develop and cultivate effective relationships.
- Develops and maintains relations with professionals in the giving community, including foundation officers, trust officers, other directors of development and executives in corporate marketing and charitable giving
- Is responsible to write and ensure thank you, gift acknowledgments and gift or financial receipts to individuals, grant donors, corporate donors and supporters are sent in a timely manner.
- Reports regularly at Board meetings, Finance Committee meetings and others at the discretion of the Executive Director.
- Represents the JRC agency in the community in a way that supports and recognizes our mission of service.

Knowledge, Skills and Experience

- Excellent leadership, organizational, and interpersonal skills.
- Administrative/management experience, organizational development and operational skills required.
- Demonstrates the ability to collaborate in a respectful manner with a wide range of people.
- Demonstrates the essential ability to efficiently and effectively solve problems and to initiate and implement projects independently.
- Computer literacy (Microsoft Office) is required and readiness to learn and navigate the Development Department's donor database is essential. Responsible to efficiently and effectively manage JRC donor database to ensure accountability.
- Strong finance and budgeting skills