



Opportunities, Inc.

Job Title:	Director of Development	Department:	Development/Admin
Location:	Main Campus	Travel Required:	Limited
Classification:	Exempt	Position Type:	Full time

Job Description

SUMMARY

The Director of Development is responsible for planning and implementing a development and fundraising program to provide for the short- and long-term needs of the organization. This includes event planning and execution, donor cultivation, volunteer engagement, and community collaboration.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Communications, Marketing, Public Relations, or related field required.
- Five years' of experience in event fundraising for a nonprofit organization required.

Required Skills/Abilities:

- Superb written, verbal, and interpersonal skills.
- Time management and flexibility with job duties.
- Fundraising software and tools expertise.
- Excellent computer skills.
- Proficient with social media platforms.
- Creative, self-starter attitude.
- Donor and volunteer service mentality.
- Organized and inspiring team leader.

MAJOR RESPONSIBILITIES AND DUTIES

- Collaborates with the board of directors to create and implement a fundraising plan.
- Identifies, collaborates, and builds relationships with new donors.
- Maintains relationships with existing donors/sponsors.
- Obtains financial supports from individuals and organizations.
- Generates development materials such as, annual report, appeal letter, brochures, invitations
- Manages and plans a minimum of three major fundraising events annually, as well as other special events, annual donation projects, and community outreach activities.
- Reports monthly to the Board of Directors regarding public relations and fund development.
- Participates in planning and developing future goals, including communication to volunteers and the public.
- Implements and oversees special events and community outreach activities.
- Oversees volunteer activities, including Angels of Opportunities Guild and Foundation Board.
- Coordinates community public relations by scheduling speaking engagements, conducting tours, and assisting with media communications.
- Make public appearances/accept speaking engagements to share information about Opportunities, Inc. with the community.
- Oversees correspondence related to gifts and contributions.
- Oversees donor database program.
- Develops annual giving projects and supervises other special projects as assigned.
- Performs duties and responsibilities in a manner consistent with the five core values of Opportunities, Inc.-integrity, compassion, accountability, respect, and excellence (iCARE).
- Perform any other related duties as required or assigned.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Supervisory responsibilities: Development Assistant

Salary Range: \$55,000-\$60,000

Reports to: CEO

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

I acknowledge that I have read and understand the requirements, major responsibilities and duties of the above job description.

Staff Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated By:		Date:	