

POSITION DESCRIPTION

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| JOB TITLE: | Director of Development |
| STATUS: | Exempt |
| REPORTS TO: | President & CEO |
| SUPERVISES: | Development Manager |

POSITION SUMMARY

The Director of Development is responsible for securing funds to execute programs, events, and initiatives that further the mission of SWHR. This position also evaluates fundraising programs and assists in the formulation of the Society's overall fundraising strategy. The Director plans, manages, and implements fundraising projects, campaigns, and appeals. This position also manages departmental operations and identifies opportunities for beneficial partnerships/collaborations with similar organizations to further the mission of SWHR.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising Programs and Strategy

- Collaborates with President & CEO to develop and implement new fundraising strategies;
- Collaborates with the SWHR Leadership Team to develop new projects, events, and initiatives;
- Identifies and secures new sources of revenue in partnership with the SWHR Leadership Team and staff;
- Identifies and cultivates relationships with potential funders and solicits funds, writes letters of inquiry and proposals, follows up on proposals, and provides stewardship with foundation/corporate philanthropy contacts and individual donors;
- Executes the stewardship of the SWHR Board of Directors, works with the Board to achieve their designated fundraising goal, executes outreach efforts with Board contacts to expand SWHR donor base and convert to long-term support;
- Designs and implements a website fundraising strategy;
- Writes development features/articles for the company newsletter and website.

Departmental Operations

- Oversees department staff recruitment;
- Works in partnership with the Development Manager to implement and train staff on fundraising software, accounts receivables operations, and other fundraising processes;
- Oversees accurate database information (and hard files) on all memberships, foundation relationships, donations, and funding requests;
- Oversees receivables management operations which includes the system for recording and tracking pledges and gifts, as well as reporting for general accounting, audit, and annual report;
- Works with Vice President of Finance on the reconciliation of financial income, budgeting, and forecasting;
- Supervises the distribution for acknowledgements, financial and grant reports, revenue files, and invoices;
- Manages the SWHR Corporate Advisory Council.

Solicitation and Stewardship of Donors

- Develops and executes donor development strategy;
- Supervises the Society's participation in campaigns – crowdfunding/sourcing and workplace;
- Works with the Communications Manager to develop, implement, and maintain marketing efforts targeting campaign participants;
- Supervises the filing of charitable solicitation registration renewal forms required for solicitation;
- Analyzes gift reports and donor statistics.

Special Events Coordination – Gala & Other Events

- Secures funding for annual gala and other events;
- Develops sponsorship levels and related benefits;
- Works with the Communications Manager on event marketing and promotion to partners and prospective donors;
- Generates invitation lists for the event;
- Responsible for seating assignments;
- Manages the development of the host/honorary committee.

QUALIFICATIONS, KNOWLEDGE, SKILLS REQUIRED

- Bachelor's degree required;
- Ten or more years of fundraising experience and related experience such as customer relations, marketing, or membership promotion and maintenance;
- Knowledge of fundraising software;
- Knowledge of Microsoft Office, including Excel;
- Ability to establish priorities, work independently, and proceed without supervision;
- Ability to handle many simultaneous responsibilities;
- Ability to handle and resolve recurring problems;
- Ability to think and plan strategically in the context of organizational goals;
- Leadership skills;
- Very well organized and attentive to details;
- Excellent written and persuasive oral communication skills;
- Knowledge of health, women's health, and/or scientific issues a plus.

ADA SPECIFICATIONS

- This is a largely sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10lbs;
- Must be available to work minimal evening and weekend events.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.