

Job Title: Director of Development
Reports To: Chief Development Officer
FLSA Status: Exempt: Full-Time, Salary

The Director of Development is a vital role in helping the Honeywell Foundation maintain positive relationships and improve the local, regional and national image and reputation of the Foundation. This position directly manages a Development Officer and secures corporate funding for a variety of programming, operating as the public face for the Foundation in matters of corporate interaction. Working with the Chief Development Officer, the Director of Development will generate significant new revenues for the Honeywell Foundation in addition to playing a key role in maintaining and growing existing relationships with corporate donors.

Essential Duties And Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Contributes to the strategy and leadership for the ongoing growth and expansion of an overall comprehensive fundraising program for the Honeywell Foundation
- Manages corporate portfolio which includes discovery, cultivation, solicitation, and stewardship of donors and prospects including: identifying and cultivating new prospects for corporate donations, engaging and cultivating current corporate donors, creating corporate proposals and communications, and coordinating delivery of all corporate benefits
- Oversees corporate relations and directly manages a Development Officer
- Represents the Honeywell Foundation at business and community meetings in a multi-county region; gives presentations and conducts tours
- Direct involvement in strategic planning activities to create and implement fund raising goals and objectives; plays significant role in the budget preparation process for the department
- Works with the Chief Development Officer, board members, corporations, and the President/Chief Executive Officer to nurture relationships that lead to giving commitments; communicates regularly with the Honeywell Foundation's community of supporters
- Effectively leads team member(s) to encourage retention and high performance
- Evaluates performance by analyzing and interpreting data and key metrics
- Delegates responsibilities as appropriate to ensure team member growth as capable participants
- Employs various initiatives to coach team member(s) to optimize their capabilities

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Presentation, relationship building, communication (written and oral), and computer skills are essential
- Demonstrated ability to work in a team environment, build consensus, problem solve, and provide leadership
- Excellent interpersonal communication skills and the ability to make compelling oral and written presentations
- Proficient project management skills
- Driven to succeed and enjoy working in a fast-paced, highly dynamic environment with a proven ability to work independently and within cross-functional teams, and exercise sound, professional judgement
- Adaptable, energetic, creative, positive, personable, and eager to learn
- Treats sensitive and/or confidential information appropriately
- Exhibits high levels of integrity, ethical behavior, and professional maturity
- Ability to reach agreements and consensus despite differing opinions and priorities
- Stays abreast of industry best practices
- Advanced written and verbal communication skills
- Strong computer skills; Microsoft Office proficiency
- Strong time management skills and attention to detail
- Aptitude in decision-making and problem-solving
- A team player with a strong work ethic

Education And/Or Experience

Bachelor's degree in Business, Fund Development, Marketing or relevant field and 5-7 years of related fund development and leadership experience.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Utilizing an office desk – sitting, reading, listening or speaking with the ability to move intermittently throughout the day
- Constant walking and standing; frequent bending, stooping and reaching

- Occasionally lift up to 10 lbs. with the ability to push or pull more than 10 lbs.
- Ability to work in a fast paced environment
- Strong sensory skills, such as good eyesight, good hearing, and dexterity
- Ability to operate office equipment, including computers, copiers, fax machines, and phones

Other Requirements

Position will require evening and weekend hours.

Responsibilities are subject to change and increase as the position evolves.