



Director of Development

Full Time

Requisition ID: 3907

APPLY

Title: Director of Development Passages/Rise

Hours: M-F 8a-5p 40 hrs

Pay: \$50,000-\$80,000

Location: Columbia City

Summary: The director of development performs a broad range of duties to build relationships with donors and community partners to support the needs of Easterseals Passages and Easterseals RISE as part of the Easterseals Arc of Northeast Indiana network. The director works according to standard agency policies and procedures and standard practices of the profession, exercising considerable independent judgment to execute plans and solve problems. The director works with minimum supervision, referring to supervisor unusual or unprecedented situations. The director determines priorities, with work reviewed for soundness of judgment. The director maintains frequent contact with other agency personnel, donors, and the public for the purpose of exchanging information and growing fundraising efforts.

Duties and Responsibilities:

Develops and implements a comprehensive giving program including, but not limited to, annual gifts from all sources and using all appropriate methods (mail, phone, special events, volunteer cultivation, and solicitation programs)

Provides appropriate stewardship to donors

Collaborates with Easterseals Arc management staff to ensure updated knowledge of all programs and their needs

Sets and meets all annual budgeted and revenue goals

Prepares and implements ongoing development plan to meet annual goals; monitors and reports on progress of plan

Develops a cultivation and solicitation calendar as part of ongoing donor plan

Implements a stewardship program for all annual fund donors that includes face-to-face visitation; schedules president/CEO for visits as appropriate.

Ensures proper documents are sent to the donors after gifts are made, including letters from the president/CEO as appropriate

Solicits new individual and corporate donors

Solicits sponsorships for events such as #GiveMeaning 5K/10K, Spotlight on the Arts and Cooks Who Care

Assists event coordinator with planning and execution of fundraising events

Communicates and coordinates with the Business Office for proper recording of donor gifts

Collaborates with marketing team to develop print and digital materials to communicate with current and potential donors such as newsletters, fundraising appeals, annual report, brochures, social media content and website content

Performs other duties as assigned

Qualifications:

- Must be 18 years of age
- Associate degree in business, marketing, communication or related field required; bachelor's degree preferred
- 3 years of experience in development, or related field such as sales or marketing, required
- Knowledge of community business leaders and proven networking skills required
- Basic computer skills including Microsoft Office software
- Ability to work alone and in a team environment
- Demonstrated ability to meet deadlines
- Critical thinking and problem-solving skills
- Ability to pass criminal/registry background checks and other required screenings
- Ability to communicate effectively in order to:
 - Complete required forms and reports of services provided
 - Follow oral and written instructions
 - Communicate with an individual in the individual's mode of communication
- Ability to perform light to moderate lifting when needed
- Possession of valid driver's license, safe driving record, and proof of auto insurance

Working Conditions: Director performs duties in a standard office environment and in the community. Director works with minimum supervision, both alone and with others in a team environment. Director frequently works on several tasks at the same time, often under time pressure. Work may require light lifting for events. Director occasionally works extended hours, weekends and/or evenings, and occasionally travels out of town when needed, sometimes overnight. Director must be available by phone in emergency situations.

Physical Requirement: Occasional light lifting may be required.

Easterseals Arc of NE IN is an EOE/Affirmative Action Employer. Women, Veterans, and individuals with Disabilities are encouraged to apply.