



Senior Director of Development

POSITION SUMMARY

The primary function of The Senior Director of Development (SDD) is the oversight and execution of all special events, donor retention and acquisition of donors below \$10,000, and expansion of development efforts, forging individual, organizational and corporate partnerships in Delaware County.

RESPONSIBILITIES

- Work with committees and volunteers to plan and execute coordination of fundraising events and logistics, focused on increasing awareness and engagement of the general and philanthropic community, cultivation of prospects and donors and increased support for programs and services.
- Support the effective planning and implementation of campaign strategies and activities, including donor and prospect relations, recognition activities, gift and pledge management, donor listings, reporting functions and other activities leading to the successful achievement of goals.
- With the CACO, identify annual donors who have major donor capacity and develop strategies to increase their level of engagement and support.
- Increase giving by broadening participation. Retention and engagement of new audiences through purposeful events, initiatives, and stewardship.
- Coordinate fall and spring annual appeals (direct mail, email, and social media) and annual appeal stewardship (thank you letters, calls, emails). Plan and execute a relationship-based annual gift program.
- Oversee ongoing donor relations program with emphasis on gifts \$10,000 and under.

QUALIFICATIONS, SKILLS, AND ABILITIES

- Bachelor's degree and five to ten years in the development field.
- Direct operational experience in the management of development programs, including donor relations/stewardship, corporate giving, annual giving, and development operations.
- Ability to lead and manage the special events and volunteers, bringing them together into a singular focused effort toward the achievement of goals.
- Excellent communication skills, both written and oral; Ability to effectively communicate the Mission and articulate an inspiring Case for Support that motivates donors, prospects, and stakeholders to heightened levels of engagement and support.