



DIRECTOR OF DEVELOPMENT

Job Description

Position Summary:

The Director of Development is responsible for planning, organizing, and directing all of Heart of Missouri CASA's fundraising, which allow us to achieve our mission and maximize our impact in the community. The Director works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors with the long-term goal of serving every child in foster care in Boone and Callaway Counties with the highest quality advocacy. The Director of Development is a full-time, salaried position that reports to the Executive Director.

Essential Job Duties

Designer of Development Strategies:

- Through relationship-building, help our donors accomplish their philanthropic goals and ambitions with our organization.
- Develop and execute the annual fundraising plan with the goal of raising a minimum of \$120,000 annually through identification, cultivation, solicitation, and stewardship of donors.
- Generate new ideas that increase revenue and improve donor loyalty.
- Report on program progress to the Executive Director and the board.
- Oversee the development budget and monitor expenses.

Organizer of Development Activities:

- Maintain long-term relationships with existing donors.
- Identify and build relationships with new and prospective donors.
- Make direct, face-to-face solicitations.
- Administer signature fundraising and donor stewardship events.
- Manage systems and software to track, cultivate, and steward donors and prospects.
- Assist the Executive Director in grant-development, including research, proposal writing, and reporting requirements.
- Oversee Heart of Missouri CASA publications to support fundraising activities, including digital and print communications, such as annual report, e-newsletter, and end-of-year mailing.
- Make public appearances/accept speaking engagements to share information about Heart of Missouri CASA with the community.
- Communicate fundraising goals throughout the organization and equip team members to reach them.
- Recruit, train, and support key volunteers to assist in advancement efforts.

Minimum Job Qualifications:

Education:

- Bachelor's degree or equivalent professional experience, preferably in marketing, communications, public relations or other development related field.

Experience:

- Preferably has worked on behalf of underserved children and families, in development or direct services.
- Preferably has at least 2 years of experience in development with a documented track record of successful fundraising.
- Has demonstrated the ability to work effectively with board members, staff and volunteers.

Other Qualifications, Job Skills & Competencies:

- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Has the desire to get out of the office and build external relationships.
- Is a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Is a strategic thinker with strong planning and organizational skills.
- Possess the skills to work with and motivate staff, board members, and other volunteers.
- Has effective interpersonal, verbal and written communication skills.
- Has experience and comfort communicating through social media platforms.
- Has competency in Microsoft Office and donor database software.

Certifications and Licensure:

- Must have a valid driver's license, car and valid insurance

Work Environment:

The job takes place in an office setting. The employee may also travel between Heart of Missouri CASA office locations, as well as to other corporate offices, not-for-profit agencies and event locations.

Must be able to work weekends and evenings as required. Flexibility in work schedule is provided.

The most significant duties have been included in this description acknowledging that other duties may be assigned/changed from time to time. The organization retains the right to modify this job description as needed from time to time to accurately reflect duties of the position.

Salary – \$45,000-\$50,000 – pay commensurate with experience and skills.

Benefits include generous paid holidays, vacation, and sick time, parental leave, health stipend, retirement plan, and flexible work schedule.