

CASA of West Texas
Job Description
Development Director

Prepared On: 12/21/2016

Reports To:	Executive Director	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	BOD	Effective Date:	12/07/2016
		Revised Date:	12/21/2016

Role:

The Development Director will demonstrate strong communication skills and expertise in managing, directing and implementing development strategies. The Development Director supports the Executive Director in implementing a major gifts program, conducting the annual giving campaign and in soliciting capital and planned gifts. This position provides leadership, ensures a sustained effort of identifying, soliciting, cultivating, and retaining individual, corporate and foundation donors.

The Development Director must believe in and promote CASA's mission and act in accordance with CASA's policies and procedures. Reporting to the Executive Director, the Development Director is a member of the agency's senior leadership team.

Essential Functions & Responsibilities:

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| E | 60% | Proactively builds and maintains strong relationships with charitable foundations and submit competitive grant applications. Builds donor relations with individuals, businesses and other corporations in order to secure and maintain financial support for CASA of West Texas and achievement of established goal. |
| E | 20% | Responsible for development and ongoing execution of a successful development and fundraising plan, sufficient for meeting organizational goals as determined by the Board of Directors and the Executive Director. |
| E | 20% | Responsible for administrative tasks related to all assigned responsibilities. This includes but may not be limited to: management, accountability, and reporting of all donor information; implementation and maintenance of donor tracking; implementation and maintenance of performance measurements that monitor results and evaluate the effectiveness of CASA's fund development program; |

Performance Measurements:

1. Research and develop diversified fundraising strategies that meet defined financial goals.
2. Participate in the successful planning and execution of fundraising events and donor recognition and seek sponsorships for these events.
3. Researches and recommends fund development policies and procedures based on best practices.
4. Successfully maintains and manages a portfolio of major gifts prospects. Assist in the monitoring of portfolios for the Executive Director and the Board of Directors.
5. In conjunction with the Executive Director, provide successful leadership to the Board of Directors. Cultivate, train and support the Board of Directors and other volunteers in fundraising.
6. Set up and coordinate with the Executive Director meetings for individual, foundation and corporate donors and prospects in face-to-face visits to effectively cultivate, solicit and steward support for CASA.

7. Establish and maintain positive and beneficial relationships with individuals, foundations and corporate donors and prospects.
8. Effectively researches and identifies new foundation sources, providing such information to the Executive Director.
9. Proactively builds and maintains strong relationships with charitable foundations and submits competitive grant applications.
10. Ensures that all assigned records are up to date and secure.
11. Accurately maintains performance measurements that monitor results and evaluate the effectiveness of CASA's fund development program.

Knowledge and Skills:

Experience	<ul style="list-style-type: none"> * Minimum of 3 years comprehensive experience in the fundraising profession or 5 years comprehensive experience in the sales profession. * Demonstrated supervisory skills in a non-profit organization: planning, assigning and directing work; appraising performance * Demonstrated track record in essential development skills: annual fund, capital campaigns, planned giving, foundation grants, corporate sponsorships and special events. * Experienced at prospect research and developing contact/networking strategies. * Proven track record of increasing donations, longevity and motivation of donors and candidate's specific responsibility in that effort. * Experience writing successful correspondence, proposals and grant applications * Knowledge regarding social media in relation to fundraising and marketing. * Experience with strategic planning. * Strong understanding of basic non-profit accounting and financial management, including planning and budgeting.
Education	<ul style="list-style-type: none"> * Bachelor's degree (B.A., B.S., BBA) preferred, but not required. * Certified Fund Raising Professional preferred, but not required.
Interpersonal Skills	<ul style="list-style-type: none"> * Highly developed interpersonal skills that include meeting people with ease, integrity, assertiveness, confidence and an ability to thrive on challenges while retaining a sense of humor under pressure. * Persistent and diplomatic in encouraging volunteers to reach fundraising goals. * Professional oral and written communication skills * Effective presentation and public speaking skills for audiences of all sizes * Ability to interact successfully with diverse populations * Ability to work collaboratively in a team environment * Must maintain confidentiality and effectively exercise discretion
Other Skills	<ul style="list-style-type: none"> * Working knowledge of computers and software, including proficiency using Excel, Word, and PowerPoint * Proven ability to work independently. * Extremely organized and motivated problem solver with solid execution. * Creative thinking with a willingness to examine current strategies and consider the potential for new and updated fundraising programs and events.
Physical Requirements	<p>This position requires manual dexterity, primarily working with the hands and fingers (75% or more). This includes but may not be limited to key-boarding, writing, and filing.</p>

This position requires the following physical abilities: Sitting (75% or more), Bending/Stooping (up to 20%), Standing/Walking (up to 25%), Lifting/Carrying up to 50 lbs (up to 20%), Pushing/Pulling up to 75 lbs (up to 20%).

This position requires the following visual, hearing, and speaking abilities: Short-range detailed Visual Acuity, Hearing sufficient to communicate effectively, Speak clearly in order to communicate effectively.

Work Environment	This position requires a flexible work schedule which at times will not conform to traditional "business hours." This position requires the ability and self-discipline to work independently and exercise good judgement, with limited supervision.
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This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature