

WICHITA FAMILY CRISIS CENTER
Job Description

TITLE AND CLASSIFICATION:

Development Director

FTE : 1.0 Status : Exempt

Supervisor: Executive Director

SUMMARY

The Development Director performs a variety of duties in the areas of planning, coordinating, and implementing activities related to the organization's cultivation and solicitation of event contributions, promotions, and partnerships. Oversees planning of fundraising and special event activities for the Wichita Family Crisis Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The responsibilities for the Development Director are:

- Develop fundraising objectives that support the overall mission and programs of the Wichita Family Crisis Center
- Participate in the budgetary process in order to establish fundraising goals
- Develop an annual marketing plan that will create and maintain name recognition in the community
- Maintain and expand donor database
- Assist with the preparation and submission of grant proposals
- Complete monthly, quarterly, and annual grant reports, as required by funders
- Maintain relationships with current and past donors and cultivate new donor relationships
- Plan and execute all fundraising meetings, functions and special events
- Secure sponsorships for fundraising events
- Manage social media
- Prepare publicity and other materials necessary to strengthen fundraising efforts
- Provide monthly progress reports and other reports as requested by Executive Director
- Develop and maintain guidelines/procedures relating to fundraising activities and events
- Participate in the development/review of policies/procedures related to fundraising activities
- Perform campaign/event analysis for special projects as requested by Executive Director
- Communicate volunteer needs and opportunities with Volunteer Coordinator
- Participate in regular staff meetings and trainings to coordinate services and enhance professional development
- Perform other related duties as assigned

SUPERVISORY RESPONSIBILITIES

The Development Director may be responsible for the supervision of student interns and volunteers as appropriate.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Fundraising principles and techniques
- Electronic donor database tracking and reporting
- Event coordination
- Campaign management
- Annual appeals
- Volunteer recruitment/management

Skills and Abilities

The incumbent must demonstrate the following:

- Excellent interpersonal skills with a proven ability to relate to people of all ages, races and socioeconomic backgrounds
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective oral and written communications skills
- Attention to detail and high level of accuracy
- Effective time management and organizational skills
- Ability to consistently meet deadlines
- Computer skills including use of Microsoft Office products at a highly proficient level

PERSONAL ATTRIBUTES

The incumbent must maintain strict confidentiality in performing the duties related to agency business. The incumbent must also demonstrate the following personal attributes:

- Honest and trustworthy
- Respectful to all
- Flexible
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics
- Possess the ability to maintain professional relationships with Board of Directors, donors, community partners, staff, and volunteers

EDUCATION

Baccalaureate degree required; marketing or communications major preferred. Five or more years of relevant experience with demonstrated success in fundraising and donor cultivation may be considered in lieu of a degree.

CERTIFICATION, REGISTRATION, OR LICENSE

Class C driver's license and insurance required.

EXPOSURES

Controlled inside work environment with noise/vibrations from general office equipment. Limited exposure to other environments such as community buildings and other business offices. Minimal exposure to fumes/dust/odors.

PHYSICAL DEMANDS

The incumbent will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The incumbent will also have to do some lifting of supplies and materials from time to time exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Other physical demands include:

Climbing/Balancing/Freedom to Move: May be assigned to multilevel building with some floors accessible by stairs only. Minimal required to move about office.

Stooping/Bending: Occasional.

Reaching: Occasional, overhead as well as horizontal and down.

Vision: Adequate to perform essential functions.

Hearing: Frequently perceive nature of sounds by ear.

Speech: Frequently express ideas by means of spoken words.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL CONDITIONS

The incumbent is located in an open area office. The incumbent is faced with frequent interruptions and must meet with others on a regular basis.

SENSORY DEMANDS

The incumbent may spend long periods of time in intense concentration. The incumbent will also spend long periods of time on the computer entering information which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

CERTIFICATION for Development Director

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____

Date: _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title _____

Supervisor's Signature: _____

Date: _____

Executive Director's Signature

Date