



<b>EMPLOYEE NAME:</b>		
<b>Job Title:</b> Development Director	<b>FLSA Status:</b> Exempt	<b>Department/Location:</b> Administration/Olympia
<b>Reports To:</b> Executive Director	<b>Pay Grade:</b> Step 4 on salary schedule. DOE.	<b>Revision Date:</b> May 31, 2019, May 2021

<b>POSITIONS REPORTING TO THIS POSITION:</b>
Marketing Coordinator, Development Assistant

<b>JOB SUMMARY:</b>
The Development Director is responsible for helping to establish and achieve fundraising goals, management of the Development and Marketing team and other essential community engagement activities.

<b>DUTIES</b>
<ol style="list-style-type: none"> <li>1. Collaborates with the Executive Director and Board of Directors to create fund development goals, project and event plans, and metrics for other activities.</li> <li>2. Responsible with Executive Director for achievement of fundraising goals, successful event execution and other development related goals and projects. This position is responsible for raising in excess of \$750,000 per year in contributed revenue through individual gifts, corporate sponsorships, grants and events.</li> <li>3. Leads process to create annual business sponsorship goals and works with team, Executive Director and Board to achieve goals.</li> <li>4. Provides planning and staff support for fundraising activities, which includes but not limited to: annual campaigns; planned giving programs; fundraising events, and relationship building.</li> <li>5. Manage an effective department including a Development Assistant and Marketing Coordinator.</li> <li>6. Oversees grant research and writing as well as other funding options; develops and submits grant applications; monitors grant activities through completion and reporting.</li> <li>7. Works closely with Program Directors in the development of budgets in regards to fundraising needs, or development of new revenue generating projects.</li> <li>8. Collaborates with the Executive Director and Board of Directors in creation of marketing plans that align with annual and strategic plans.</li> <li>9. Collaborates with the Marketing Coordinator to ensure quality of content and design of agency printed materials, to maintain agency vision and brand across all aspects for outgoing content.</li> <li>10. Conducts formal direct report staff performance evaluations annually.</li> <li>11. Prepares monthly dashboard to Executive Director and Board.</li> <li>12. Participates in staff and Board meetings, in-service and other trainings.</li> </ol>

13. Performs other duties as required.

#### **LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES**

REQUIRED:

Drivers License

PREFERRED:

CFRE certification or comparable training

#### **EDUCATION REQUIREMENTS AND PREFERENCES:**

REQUIRED:

B.A/B.S

PREFERRED:

M.A/M.S.

#### **JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:**

REQUIRED:

Three to five years' experience in fund development and management.

PREFERRED:

Experience in Non-profit field with fundraising systems like Raisers Edge, Neon, Salesforce

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of principles and methods for promoting services, fundraising, and marketing.
2. Knowledge of media production, communication and dissemination technique and methods including but not limited to written, oral, and visual media.
3. Knowledge of creating and adhering to budgets.
4. Knowledge of and ability to use donor databases.
5. Knowledge of principles and practices of effective employee management.
6. Demonstrates team building skills and leadership.
7. Demonstrates sound judgment and decision making.
8. Is able to perform complex problem solving and critical thinking.
9. Displays strong communication skills.
10. Has a strong attention to detail.
11. Displays time management skills.
12. Displays sound judgment and decision making.
13. Displays excellent interpersonal skills and emotional intelligence.
14. Excellent ability with oral and written comprehension.
15. Excellent ability with oral and written expression.
16. Ability of deductive reasoning.
17. Ability to adhere to strict deadlines and function well under pressure.
18. Ability to garner consensus from a team and obtain stakeholder buy-in.
19. Ability to transition seamlessly among projects.
20. Ability to listen attentively and actively.
21. Ability to speak clearly and effectively in a variety of settings.
22. Ability to handle difficult situations with tact and diplomacy.

**WORKING ENVIRONMENT AND CONDITIONS:**

Duties performed in an office setting. Employee will operate a computer and standard office equipment, such as telephones and copy machines. Employee uses job specific software (including Microsoft Office products) as required to perform essential functions.

Some travel to attend meetings and training sessions is required.

**PHYSICAL ACTIVITY REQUIREMENTS OF THIS POSITION:**

*N = Not at all O = Occasionally (1-33%) F = Frequently (34-66%) C = Continually (67-100%)*

In a standard work shift, employee is required to and must be able to perform in this job, the following physical activities with or without an accommodation:

1. Lift (floor to waist)		16. Walk	F	
a. Up to 10 pounds (sedentary)	O	17. Stand (Continuous)		
b. 11-20 pounds (Light)	O	a. 30 minutes	F	
c. 21-50 pounds (Medium)	O	b. 60 minutes	O	
d. 51-100 pounds (Heavy)	N	c. 1-3 hours	O	
e. >100 pounds (Very Heavy)	N	d. 3-6 hours	O	
2. Lift (over head)		18. Repetitive Activities (continuous)		
a. Up to 10 pounds (sedentary)	O	a. 30 minutes	F	
b. 11-20 pounds (Light)	O	b. 60 minutes	F	
c. 21-50 pounds (Medium)	N	c. 1-3 hours	F	
d. 51-100 pounds (Heavy)	N	d. 3-6 hours	O	
e. >100 pounds (Very Heavy)	N	<b>Medical Demands</b>	<b>Yes</b>	<b>No</b>
3. Client Lift/Transfer: (weight per employee)		1. Alertness	Y	
a. <50 pounds	N	2. Precision	Y	
b. >50 pounds	N	3. Analytic Ability	Y	
c. > 100 pounds	N	4. Problem Solving	Y	
d. >150 pounds	N	5. Memory	Y	
4. Carry		6. Communication	Y	
a. Up to 10 pounds (sedentary)	O	7. Creativity	Y	
b. 11-20 pounds (Light)	O	8. Concentration	Y	
c. 21-50 pounds (Medium)	N	9. Judgment	Y	
d. 51-100 pounds (Heavy)	N	10. Imagination	Y	
e. >100 pounds (Very Heavy)	N	11. Initiative	Y	
5. Push or pull		12. Patience	Y	
a. Up to 10 pounds (sedentary)	O	<b>Work Environment</b>	<b>Yes</b>	<b>No</b>
b. 11-20 pounds (Light)	O	1. Inside work	Y	
c. 21-50 pounds (Medium)	O	2. Outside work	Y	
d. 51-100 pounds (Heavy)	N	3. Vibration		N
e. >100 pounds (Very Heavy)	N	4. Wet/humid		N
6. Climb (stairs) - climb & descend	O	<b>Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury</b>	<b>Yes</b>	<b>No</b>
7. Reach	F	1. Mechanical	Y	
8. Stoop or bend	F	2. Electrical	Y	
9. Crouch	O	3. Burns	Y	
10. Kneel	O	4. Frequent Travel		N
11. Handle or feel	F	5. Long/irregular hours		N
12. Talk	F	6. Cramped/confined work area		N
13. Hear	F	7. Blood borne pathogens		N

14. See	F	8. Moving machinery		N
15. Sit (continuous)				
a. 30 minutes	F			
b. 60 minutes	F			
c. 1-3 hours	F			
d. 3-6 hours	C			

Since it is difficult to identify all essential functions of a job because of changes in the workplace, this job description will be reviewed periodically to ensure it is accurate and up-to-date.

I, \_\_\_\_\_, acknowledge I have received a written copy of this job description. I acknowledge I am able to perform, with or without a reasonable accommodation,\* the essential duties of this position. *\*If an accommodation is required, contact Human Resources to start the interactive process.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Manager/Supervisor Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
ED Signature

\_\_\_\_\_  
Date Signed

**DISCLAIMER:** This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require other or different tasks be performed as assigned.