



Director of Development

Reports to: Hang Tough Foundation (HTF) Director of Development is accountable to the full Board of Directors for stewardship of the organization's mission statement and vision through the integrity of its aggressive fund development plan.

Overall Objective: The Development Officer's primary responsibility, based on policies approved by the HTF Board, is to manage a successful, comprehensive fundraising and public affairs program.

Responsibilities:

- Direct a comprehensive annual fundraising program including new donor development, renewals and stewardship
- Identify, cultivate, manage, solicit and steward individual major gift prospects
- Foster and grow our Monthly Giving Campaign, Makana Tribe
- Plan and implement donor cultivation and prospecting events including Donor Recognition Receptions and the Annual Fundraising events (such as Gala, Adult Field Day, Champions Ride, etc.)
- Manage an annual grant calendar and prepare grant proposals to secure approximately \$25,000 annually in funding from private foundations
- Develop direct mail strategies to secure annual donations from current donors, lapsed donors and non-donors
- Build and nurture long-term relationships with individual, corporate, civic club and foundation donors.
- Assist Executive Director and Board of Directors in identification, cultivation, solicitation and stewardship of major gift, endowment, planned giving donors
- Participate in budgeting and long-range planning in collaboration with the Executive Director, staff and Board of Directors
- Identify and manage the resources needed to generate new revenue sources including fundraising software, donor information, communications, and volunteer leadership in collaboration with the Executive Director and Fund Development Chair
- Using new corporate sponsorship packet; continue to enhance written case for support, collateral fundraising materials and medium for communicating with constituents.
- Develop department policies, procedures and staffing requirements
- Track and report all gifts and pledges by source and purpose. Reports presented monthly at Development Committee and bi-monthly at Board Meetings
- Oversee and/or undertake donor stewardship activities
- Motivate, educate and provide feedback to the Executive Director, Fund Development Chair and Board of Directors

Preferred Qualifications:

Bachelor's Degree in a related field and equivalent experience and five years of proven fundraising experience. Excellent organizational, planning, communication, and computer skills required. CFRE desirable.

**Demonstrated Competencies:**

- Knowledge of annual giving, planned giving and direct solicitation methods and procedures and familiarity with grant application process
- Demonstrated initiative and commitment to achievement and exceeding results
- Strong interpersonal skills
- Excellent verbal and written communication skills
- Ability to communicate with individuals at all levels, including those with high net worth, demonstrating excellence in interpersonal relations
- Flexible self starter and team builder
- Innovative
- Creative problem solver and conceptual thinker

Technical Expertise:

- Major gift programs including prospect research, cultivation, personal solicitation, acknowledgement and recognition
- Fundraising software and information management (Bloomerang)
- Donor communications including direct mail, newsletters, collateral and internet
- Budgeting and development planning

Time Commitment:

30 hours/week