



## **Development Director Job Description**

The Development Director is responsible for developing the fundraising plan for the organization and has primary responsibility for managing relationships with Dress for Success Northwest Arkansas' corporate sponsors and prospects, funding partners, and donors.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following.

1. In conjunction with the Executive Director, develop an annual fundraising plan, budget, and goals using various strategies including an annual fund, grants, events, corporate sponsorship, major gifts, and planned gifts or bequests.
2. Develop and manage donor database, mailing lists, and online donation platforms.
3. Oversee and/or develop marketing collateral, communication pieces, fundraising communications, and write media/press releases.
4. Research grant and funding opportunities and work with Executive Director to determine grant writing and funding proposal priorities and duties.
5. Chair the Development Committee and engage and equip board members/volunteers in planning and executing special event and other fundraising activities.
6. Prepare and present fundraising reports for the Executive Director and Board using donor database.
7. Solicit and steward corporate sponsorships, civic club donations, and other areas of support to meet fundraising goals.
8. In conjunction with the Executive Director, plan and execute all marketing and public relations activities related to Dress for Success NWA and special event fundraising activities. Solicit and steward annual media sponsorships.
9. Maintain regular, timely communications and provide fundraising updates to Executive Director and Development Committee.
10. Participate in continuing education opportunities including fundraising seminars, educational workshops and other conferences to implement best practices in fundraising within the organization and network.
11. Utilize Stewardship Plan to provide appropriate recognition to corporate sponsors and individual donors. Engage volunteers as appropriate.
12. Maintain an active membership in various civic and professional groups such as the Association of Fundraising Professionals.
13. Must perform all duties with the highest level of confidentiality with respect to donor records, giving history, and personal information.
14. Abide by the Association for Fundraising Professionals Donor Bill of Rights as well as the AFP Code of Ethical Standards for fundraising professionals.
15. Perform other related duties as required or assigned.



### **SUPERVISORY RESPONSIBILITIES**

May supervise one employee directly and many event volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. As the organization grows, responsibilities may include assisting with interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) or equivalent from four-year College or university preferred; three to five years related experience in development preferred. Knowledge of philanthropic, economic, and social landscape in Northwest Arkansas preferred.

### **MINIMUM KNOWLEDGE and ABILITIES**

Ability to research data and know where to obtain data. Ability to deal effectively and tactfully with inside and outside individuals. Ability to make decisions in a timely and professional manner, plus have analytical ability, initiative and problems solving ability.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence, develop marketing collateral and communications pieces, and create viable funding proposals and grant applications. Ability to effectively present information and respond to questions from the general public, the media, and donors.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.



### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables.

### **INTERNAL COMMUNICATION**

This position reports to the Executive Director, but works closely with operations and program staff and interns/volunteers.

### **EXTERNAL COMMUNICATION**

Regular contact with donors, sponsors, general public, volunteers, Board, and media.

### **USE OF COMPUTERS, SOFTWARE and EQUIPMENT**

Must have the ability to operate general office equipment and computers. Must be proficient in the use of various software programs.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and taste or smell. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

To apply for this position please send a cover letter and resume to [virginia@dressforsuccessnwa.org](mailto:virginia@dressforsuccessnwa.org).