

POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF DEVELOPMENT

Reports To: Executive Director

Overtime Status: Exempt

POSITION PURPOSE

The Development Director is responsible for maximizing the fundraising capacity of Big Brothers Big Sisters of Northeast Wisconsin. Key responsibilities include grant writing, sponsorship procurement, and prospecting, relationship building, solicitation and stewardship of individuals, businesses, civic organizations, and foundations through Northeast Wisconsin. This leadership position will also provide coaching and philanthropy training to affiliate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement an annual fund development plan, as well as a multi-year strategic, comprehensive plan with overarching, measurable goals for the department, and case for supporting the organization with specific fundraising priorities
- Metrics for analyzing and monitoring work
- Integrated marketing and communications plan
- Calendars for annual giving, special events, marketing collateral and stewardship
- A written plan for identifying, qualifying, cultivating, soliciting and stewarding potential donors capable of giving \$1,000 to \$15,000 annually
- In close collaboration with the executive director, set and achieve annual agency revenue goals; monitor and report monthly or quarterly on progress against goals; analyze trends and make adjustments throughout the year
- Recruit, hire, train, and manage the performance, development and the retention of fund development staff according to agency policies and national fundraising professional standards
- Interface with relevant Board committees and provide reports as requested
- Support the executive director's and board leaders' major gift work with top donors and prospects, including prospect identification, engagement, solicitation and follow through
- Ensure effective donor stewardship, information systems (gift entry; database management; report generation), and prospect research
- Monitor financial expenditures and progress to budget and take appropriate measures to meet top and bottom-line goals ensuring a high return on investment
- Work closely with marketing team to ensure donors, grantors and customers are receiving integrated and appropriate messaging
- Serve as a vital member of the leadership team by staying abreast of organization-wide issues and contributing to the development and achievement of the agency's long-term vision and short-term operating plans
- Travel to counties outside of Brown County (Door & Shawano) to build relationships and further develop the giving plan.
- All other duties as assigned

CORE COMPETENCIES

HIGH PERFORMANCE INDICATORS

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BUSINESS ACUMEN	Able to ensure that everyone is constantly reviewing options for enhancing revenue or profitability; share own knowledge of trends, competitors, etc., that affect the organization; hold people accountable for making good fiscal decisions; make significant investments to facilitate continued or long-term organizational strength; provide cost justification to decision makers to obtain resources.
DONOR FOCUS	Able to create a sense of urgency throughout the organization on the importance of meeting donor needs; make organizational changes that improve responsiveness to supporters; establish organizational alliances or partnerships with key supporters; balance donor needs with internal resource constraints in the allocation of the organization's resources; gain supporter involvement in initiative development to meet evolving needs.
GETS RESULTS	Able to create an environment of accountability for meeting agreed upon expectations; hold other accountable for managing performance of departments, divisions, or functions; eliminate barriers to organizational performance; lead/champion efforts that increase productivity and goal accomplishment throughout the organization; drive the implementation of systems that reward employees for contributing to organizational goals.

INFLUENCING	Able to champion initiatives for the business in ways that generate organization-wide understanding and support; judiciously use formal or informal authority to positively influence the direction of the organization; foster acceptance of organization-wide priorities by earning support from key individuals; build support for the organization with external stakeholders; inspire the organization to achieve more than was thought possible.
INTEGRITY	Able to be tactfully and helpfully honest; maintain confidences; provide appropriate credit to others; show consistency between words and actions; demonstrate respect for others, even in difficult situations.
STRATEGIC ALIGNMENT	Able to keep team focused on key objectives that drive company performance and competitive advantage; clarify vision, mission, values and long-term goals for others; think beyond the “day-to-day” to take a longer-term view of the business; coordinate cross-functional activities to assure strategic alignment with organizational objectives; anticipate and plan for future business developments.

EDUCATION & RELATED WORK EXPERIENCE

EDUCATION:

- Documented Bachelor’s degree in sales, marketing, communications, public administration, related field or job experience equivalency required.

EXPERIENCE:

- 3-5 years progressively responsible experience in fund development.

SKILLS & KNOWLEDGE

- An articulated belief in the mission of the organization
- Demonstrated personal solicitation success
- A proven track record as a fundraiser and manager or comparable, transferable experiences
- Demonstrated strategic agility and flexibility
- Excellent oral and written communications skills including honed reflective listening ability
- Proven integrity

OTHER

- Must have a valid driver’s license and the ability to travel within the community throughout the workday with full time access to an automobile and automobile insurance in the amount required by the state of Wisconsin.
- Must complete BBBSA online cultural competency training, or a course with the same objectives, within 6 months of hire.

Job Responsibilities:

The above statements reflect the general duties, responsibilities and competencies considered necessary to successfully perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the requirements of the position. Big Brothers Big Sisters of Northeastern Wisconsin may change the specific job duties with or without prior notice based on the needs of the organization.

Equal Employment Opportunity:

Big Brothers Big Sisters of Northeastern Wisconsin provides equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, age, sex, marital status, sexual orientation, gender identity, veteran status or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act:

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

ACKNOWLEDGEMENTS	
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:

Development Director Job Description 1/2022