

Job Summary:

The Director of Development will plan and implement a development and fundraising program to provide for the short- and long-term needs of the organization.

Duties/Responsibilities:

- Works with the College President to determine the mission, purpose, and priorities of the organization.
- Sets annual monetary goals and budgets according to short- and long-term goals.
- Establishes fundraising objectives for the College, setting one-year, five-year, and longer-term goals.
- Maintains a list of potential financial donors including corporations, foundations, and individuals.
- Produces relevant and informative fundraising literature for distribution to previous donors and the public.
- Researches potential sources of, and applies for, grants and public funding.
- Oversees the fundraising process and maintains records of receipts and disbursements of funds.
- Plans fundraising events that effectively communicate the purposes of the organization.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Extensive knowledge of fundraising strategies and principles.
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Knowledge of tax planning principles and techniques that favor charitable giving.
- Proficient in Microsoft Office Suite or similar software.

Education and Experience:

- Bachelor's degree in Finance, Accounting, or similar field required.
- Five years of experience in fundraising for a nonprofit organization highly preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.