



## JOB DESCRIPTION

**POSITION TITLE:** Director of Development

**JOB RELATIONSHIPS:**

Reports to: Executive Director  
Supervised by: Executive Director  
Personnel supervised: Donor Relations Coordinator, Donor Engagement Associate, Development Associate  
Interrelationships: AFC staff members housed at all locations, members of the Multidisciplinary Team, Board of Directors members, community leaders/volunteers, donors/supporters of AFC.

**Summary:**

The Director of Development will be responsible for carrying out the philanthropic mission of Alliance For Children in collaboration with the Executive Director by strategizing, developing and implementing the organization's fund development work plan. Activities include but are not limited to major giving, planned giving, annual support, special events, donor relationship management, donor cultivation and stewardship.

**Job Duties/Essential Functions:**

- Create and manage a development plan in collaboration with the Board of Director's Fund Development Committee and staff.
- Implement short- and long-term fundraising strategies for operating support, facilities, major gifts, endowment and special projects.
- Manage the Board of Director's Fund Development Committee and serve as staff liaison to its members. Work with Fund Development Committee chair on Board giving expectations and guidelines.
- Train Board Members and other volunteers to fundraise for the organization. Coordinate support for their outreach.
- Using Board, current donors and traditional research, identify prospective individual and institutional donors.
- Manage all donor – foundation, corporate and individual– and prospect relationships.
- Engage and solicit existing and prospective donors with the assistance of the Fund Development Committee – by mail, by phone, through events and in face-to-face meetings.
- Recommend and implement initiatives to increase donor retention and acquisition.
- Plan and manage special events such logistics, donor recognition, program flow and fundraising to meet goals of donor giving, acquisition and retention.
- Manage and staff Alliance For Children's fundraising events.
- Ensure foundation and corporate grant funding meets agency goals with research, writing and tracking foundation and corporate grants.
- Prepare all fundraising materials, including solicitation and funding proposals.

- Supervise staff, including determining workloads and schedules, evaluating staff performance, providing training and making hiring, promotion and disciplinary recommendations.
- Ensure regular meetings are held to assist in teamwork and oversight of development goals.
- Analyze effectiveness of Development Department efforts and make improvements accordingly.
- Work with Development Associate to revise and maintain Blackbaud information and reporting systems as required.
- Participate in yearly budgeting process. Create and manage Development Department budget to include funding goals.
- Fundraise and generate revenue to meet the agency budget while managing expenses.
- As appropriate, fundraise and generate revenue to meet agency campaigns (capital, endowment, etc.) while managing expenses.
- Meet regularly with the Executive Director for supervision and program oversight.
- Meet regularly with the senior management team and Executive Director to ensure cohesion and teamwork.
- Provide support and direction for Development Department in sustaining expected work product and visioning for future needs.
- Accept special assignments and/or duties as assigned by the Executive Director.
- Support the overall mission of Alliance For Children and each program within the agency structure by working collectively with other management team members, demonstrating and modeling a positive, collaborative working environment.

#### **Knowledge/Skills/Abilities:**

- Bachelor's degree required, preferred degree focus in public relations, marketing, communications or advertising.
- Five or more years in a Development management role.
- Knowledge of Tarrant County philanthropic community, experience with major gifts fundraising and planned giving, extensive knowledge of fundraising techniques and best practices.
- High level of written and communication skills.
- Demonstrated track record in designing strategy and managing a team of professionals and experience with fundraising databases.
- Strong organizational skills; self-starter.
- Must have valid driver's license and proof of liability insurance.
- Must successfully complete criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.

#### **Physical Requirements:**

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects and reach overhead. Able to operate a telephone and computer. Able to lift up to 20 lbs. Moderate independent travel by private auto required.