



# JOB DESCRIPTION

<b>NAME:</b>	
<b>TITLE:</b>	Development Director
<b>REPORTS TO:</b>	CFO
<b>DATE:</b>	May 1, 2017

**Check applicable interactive boxes below:**

Exempt     Non Exempt     Full-Time     Part-Time (# hours: )

## **PART I. Position Summary & Essential Functions**

### **Position Summary:**

**The Director of Development is responsible for planning and implementation of the comprehensive development program encompassing annual giving, endowment growth, annual auction, capital campaigns, alumni relations and overall institutional advancement. This position oversees the management of the Advancement Office and supervises the Development Associate, Alumni Director, and Data Entry Clerk. The Development Director is responsible for carrying out the strategic plan for Advancement and Alumni Relations.**

### **Essential Functions/Responsibilities:**

- 1. Plans and implements the Annual Giving Campaign in light of the mission of the school and the school's strategic plan. (20% of time)**
  - a. Prepares the annual fundraising plan and establishes goals and strategies to achieve those goals, ensuring our revenue increases year over year.
  - b. Conducts analysis and evaluation of development efforts including plan vs. outcomes and costs vs results.
  - c. Develops and maintains ongoing relationships with larger donors, and develops plans to increase their levels of giving.
  - d. Plans all events related to the annual campaign including the Annual Campaign Kickoff and the Major Donor Dinner.
  - e. Oversees acknowledgement and monthly pledge reminder process to ensure donors are properly thanked and pledges are fulfilled.
  - f. Ensures student volunteers are recruited for phonathons and appropriately trained.
  - g. Recruits volunteers for the Annual Campaign Committee and engages them throughout the campaign to achieve our goals.
  - h. Oversees preparation of donor list for the Annual Report.
  
- 2. Plans and implements the annual POSH Auction. (20% of time)**
  - a. Establishes and implements auction goals and strategies to achieve those goals.

- b. Oversees event logistics, procurement, publicity, advertising and collateral material design, production and distribution.
- c. Manages all aspects of volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training and acknowledgement.
- d. Personally solicits sponsors and ensures we are actively reaching out to existing and prospective sponsors.
- e. Supports audience development to ensure the event is well attended.
- f. Develops and maintains ongoing relationships with event donors and sponsors.

**3. Oversees and manages alumni relations department (15% of time)**

- a. Establishes and implements alumni event and relations goals and strategies to achieve those goals.
- b. Oversees direction and logistics of golf tournament and personally solicits sponsorships.
- c. Works with Alumni Director to ensure we are effectively engaging our alumni through events, that events are evaluated annually, and that we are striving to reach more alumni through additional events.
- d. Supports the Alumni Director to ensure the Alumni Board is active and engaged.
- e. Ensures the strategic plan is carried out efficiently and effectively so that alumni are better connected to the school, each other, and our students.

**4. Oversees and manages overall advancement department efforts (30% of time)**

- a. Recruits volunteers for the development committee and engages them throughout the year to help us meet our overall goals per the strategic plan.
- b. Develops and grows major donor program by developing and nurturing major donors and potential major donors by actively engaging them in the school.
- c. Develops and manages student led fundraiser(s).
- d. Leads initial steps towards capital campaign as necessary.
- e. Supports scholarship endowment growth.
- f. Oversees database to ensure accuracy.
- g. Prepares appropriate communication for O’Dea ongoing publications such as weekly Family Bulletin and quarterly O’Dea Today.
- h. Supports the direction and provides material for the Irish Review.

**5. Manages advancement department staff and performs other duties (15% of time)**

- a. Manages and provides direction to Alumni Director, Development Associate and Data Entry Clerk to ensure they have appropriate goals and understand their responsibilities to complete their jobs efficiently and effectively.
- b. Manages budgets associated with the advancement department.
- c. Performs other duties as necessary.

**PART II. Minimum Qualifications** – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

**Minimum Education Required - Check one box:**

- HS Diploma     Associate Degree     BA/BS     Masters     PhD/MD

List preferred related field for degree:.

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

7-10 years as a development professional in an academic setting.

**List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):**

NA

**Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):**

Must have clear verbal and written communications skills, be able to manage and prioritize multiple tasks, work well with a variety of people and situations, be diplomatic and compassionate, take initiative to move forward, be goal oriented, be able to effectively manage people, be willing to reach out to the community for fundraising and other engagement opportunities, be able to make decisions and carry them out.

**Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):**

Sound working knowledge of Microsoft Office products, ability to learn donor software including auction software.

**PART III. Physical Demands/Work Environment** - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking		X		
Bending		X		
Standing		X		
Stooping		X		
Sitting				X
Climbing	X			
Driving		X		
Traveling		X		
Extended hours and/or nights and weekends as needed		X		
Lifting up to 50 lbs. with or without assistance		X		
Lifting over 50 lbs. with assistance	X			
Stretching/reaching		X		
Distinguish smell/temperature		X		
Hearing				X
Seeing				X
Speaking and communicating effectively with all people including some with diverse backgrounds				X
Operating computer and standard office equipment				X
Hand/finger dexterity				X
Motor skills and hand-eye coordination				X
Exposure to hazardous materials	X			

<b>Physical Demand</b>	<b>Never</b>	<b>Occasionally (up to 25%)</b>	<b>Frequently (26-75%)</b>	<b>Constantly (76% or more)</b>
Exposure to outside activities that could include extreme temperatures or inclement weather	x			
Other:				

*The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.*