

Director of Development
Full Time, Exempt
Immediate Supervisor: President

Effective: June 12, 2023
Approval Date: June 12, 2023
Revision Date: June 12, 2023

POSITION: Director of Development

SUPERVISOR: President

EMPLOYMENT STATUS: Full Time, Exempt

Position Description Summary: The Director of Development will be responsible for strengthening and growing the donor base and the Development program to meet assigned financial goals of Vitae Foundation to support all direct services and general operation expenses through the following fundraising channels:

- individual donor base
- special events
- corporate donations
- private foundations
- government grants
- workplace giving campaigns

The Director of Development will provide overall leadership, with special emphasis on securing individual major gifts by developing and executing annual and multi-year fundraising strategies to meet needs according to priorities set by the President and board of directors.

General Responsibilities:

The Director of Development's responsibilities will include, but are not limited to the following:

- Lead the Development team with vision, integrity and engagement through regular impactful communication, training, and in person meetings, as needed.
- Work collaboratively with Marketing, Research, Research Application and Operations departments by attending regular meetings.
- Supervise and set annual goals of all Development staff, which includes Market Directors, Legacy Gift Planning Director and Event Director.
- Work with the President to establish a similar fundraising goal for the Director of Development, with additional emphasis in securing new major gift donors.
- Collaborate with team to grow current fundraising activities, as well as create potential new fundraising activities as needed.
- Provide oversight and coordination of Vitae Foundation's fundraising activities, including prospect management, proposal development and review of fund agreements to ensure development efforts are in line with established priorities.

- Collaborate with and supervise Development personnel to effectively manage portfolio of major gift prospects to secure annual/leadership, major, principal and deferred gifts in support of established fundraising goals.
- Oversee and develop processes for fundraising appeals, which include direct mail, online solicitations via email and programmatic ads.
- Directly supervise and manage performance of Development personnel consistent with Association of Professional Fundraising standards.
- Work closely with Vitae's President and/or other key Vitae administrators and volunteers to jointly identify, cultivate, solicit and steward new and existing key Vitae prospects.
- Oversee recruiting, hiring, training and motivation of professional Development staff.
- Develop training program for new hires in Development.
- Work with President and Executive Committee to develop and oversee annual budget for Development.
- Oversee annual Development operating budget to ensure fiscal performance.
- Meet regularly with the Executive Committee to ensure effective communication regarding fundraising activities and goals.
- Work with Director of Marketing to develop planning documents and related materials for a comprehensive fundraising campaign, which may include items such as case statement, rack cards, presentations and other professional materials to ensure quality, accuracy and consistency with brand and established priorities.
- Work with the Events Director to achieve successful fundraising events, such as golf tournaments and dinner events.
- Lead Development Team in securing sponsorships and donated items for fundraising events.
- Perform other duties as assigned.

Skills and Knowledge:

- Utilize critical thinking as well as good discernment in an ever-evolving dynamic environment.
- Ability to capture the vision and passion of Vitae's mission.
- Manage and lead complex organizations and organize, direct, motivate and evaluate professional staff, support staff and volunteers.
- Ability to cultivate, close, administer and steward complex major gifts.
- Works independently and collaboratively in a fast-paced and demanding environment and to adapt to changing situations and priorities.
- Strong verbal and written communications skills.
- Ability to organize, manage and execute multiple projects/functions simultaneously, displaying effective time management.
- Analyze data/information, develop strategic fundraising goals and evaluate results.

- Multi-tasking ability to make decisions, address spontaneous issues and situations and resolve problems.
- Ability to handle sensitive information in a confidential manner.
- Understanding of gift planning techniques and vehicles.
- Solid ability to analyze and articulate financial and budget information.

Education and Experience:

- Bachelor's degree required. Advanced degree preferred.
- Minimum of ten (10) years fundraising experience in a non-profit environment with a proven record of success in soliciting major gifts from individuals, corporations and foundations required, that includes experience with capital campaigns.
- Track record of raising \$8 to 10 million from a variety of sources.
- Supervisory/management experience
- Demonstrated experience with budget preparation, planning and resource management required.