Director of Development Sample Job Description

(Large organization)

Position Description

XYZ Nonprofit
Director of Development

Organization

Founded in 2000, XYZ Nonprofit’s mission is…

We do this by…

Revenues: $20-plus million

For more information, please visit www.XYZnonprofit.org

Position

Reporting to and working in close collaboration with the Vice President (VP), Development, the Director of Development will design and execute on a comprehensive development strategy for XYZ Nonprofit. The Director of Development will oversee and execute on both capital campaigns and ongoing fundraising efforts. S/he also will form and manage the XYZ Nonprofit development team.

Responsibilities

- **Design development strategy for XYZ Nonprofit**: Work with the management team to identify funds needed, preferred funding targets, and approaches
- **Form and manage development team**: Work with the VP of Development and senior leadership team to form a development team
  - Identify staffing needs for capital campaigns and ongoing development
  - Interview candidates and hire team members
  - Oversee development team, once formed
- **Fundraising**: Conduct research, prospecting, and application to multiple donor sources
  - Manage capital campaigns, engaging and overseeing capital campaign firms as necessary
  - Oversee ongoing development efforts
Build a robust donor base: Develop and maintain key long-term relationships with donors and prospects

Communicate and train: Train and mentor development staff and communicate fundraising goals and progress throughout XYZ Nonprofit

Qualifications

Development/Fundraising: Proven success in development for a large nonprofit. Experience running capital campaigns and success fundraising from multiple donor channels

Project Leadership: Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors

Entrepreneurial Spirit: Takes initiative and actively seeks to deepen current donor relationships and to forge new ones

Communications: Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences

Influencing: Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders

Collaboration: Effective at working with others to reach common goals and objectives

Relationship Building: Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally

Bridgestar (www.bridgestar.org), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.