

## Director of Development Sample Job Description

(Small organization)

### Position Description

**XYZ Nonprofit**

**Director of Development**

### Organization

Founded in 1995, XYZ Nonprofit's mission is...

We do this by...

Revenues: \$0 to \$3 million

For more information, please visit [www.XYZnonprofit.org](http://www.XYZnonprofit.org)

### Position

Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will spearhead development efforts as XYZ Nonprofit continues to grow. A new position in the organization, the Director will have the opportunity to build the development function.

### Responsibilities

- Develop and execute XYZ Nonprofit's annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Manage the implementation of Raiser's Edge and oversee staff responsible for data entry and gift processing
- Develop and maintain ongoing relationships with major donors
- Creating and executing a strategy for a large sustained base of annual individual donors
- Overseeing organization of special events
- Developing and tracking proposals and reports for all foundation and corporate fundraising

#### **Boston**

535 Boylston St., 10th Floor  
Boston, MA 02116  
P 617 572-2833  
F 617 572-2834

#### **New York**

112 West 34th St., Suite 1510  
New York, NY 10120  
P 646 562-8900  
F 646 562-8901

#### **San Francisco**

465 California St., 11th Floor  
San Francisco, CA 94104  
P 415 627-1100  
F 415 627-4575

## Qualifications

- BA (required), MA (a plus)
- 5-plus years experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- Knowledge of Raiser's Edge

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