

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

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

- **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.