

JOB DESCRIPTION FOR DEVELOPMENT DIRECTOR

Job Function:

Under direct supervision of the Chief Operating Officer, the Development Director will develop and propose solicitations priorities to include cultivating and developing community donors, as well as identifying and applying for various grants that meet the organization's needs.

Employee Classification:

Considered a professional, Exempt position that is regular full-time.

Examples of Work:

- Research various types of grants available and the criteria to qualify for each.
- Compiles necessary information for the application process through collaboration with other employees, database research and other fact-finding actions and meetings.
- Draft and complete grant applications according to application requirements, ensuring applications are submitted on time and within application parameter.
- Coordinate monitoring, reporting and evaluation of programs/projects funded by grants.
- Maintain a tracking system to manage applications and reports
- Draft and implement communications plans to include social and online media, print media, direct mail and other multimedia
 - o Write, review and distribute press releases
 - o Manage Facebook and Instagram accounts
 - o Manage website
 - o Coordinate & produce monthly e-newsletter and quarterly printed newsletter
- Develop relationships within the business and nonprofit community i.e. nonprofit networks, chamber members, local government, etc.
- Work with the marketing and development committee of the Board on fund development for special events.

Knowledge, Skills and Abilities:

- Understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
- Excellent verbal and written communication skills.
- Effective grant writing techniques.
- Proficient in Microsoft 365 Office Suite
- Familiarity in donor/information management software.
- Project management skills and ability to prioritize work and resources.
- Ability to meet deadlines.
- Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects
- Interpersonal and networking skills with ability to build and maintain relationships.

Minimum Requirements:

- Bachelor's degree in related field
- 3 years of experience in development and grant management with nonprofit field.

Necessary Special Requirements:

- Must have a valid SC driver's license and a good driving record.
- Must be certifiable in defensive driving and Standard CPR/1st-Aid.

Additional Notes:

Employees who resign in good standing and provide a minimum of thirty days' written notice will be eligible for payout of accrued but unused vacation time.

I acknowledge receipt of my job description and understand my duties and responsibilities as assigned.

Signature

Date