



JOB TITLE: Development Director
REPORTS TO: Executive Director
JOB STATUS: Full time, exempt position

OVERVIEW:

The Development Director works closely with the Executive Director to oversee and manage all aspects of Mt. Hood Kiwanis Camp's development program. The Development Director must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. Key components of this plan should include goals, strategies, and timetables for annual fundraising utilizing major and capital gifts, planned giving, in-kind and matching gifts, grant writing and special events. The Development Director should maintain excellent communication with current and prospective donors, and continue building a stronger development effort for our Camp. The Development Director should also focus on prospecting and employing tactics to build key relationships with families, community, corporate, and foundation leaders.

RESPONSIBILITIES:

- Collaborate with the Executive Director to create and implement short and long-term plans to achieve established development goals and objectives. This includes, but is not limited to, strategic initiatives for securing major gifts, coordinating annual giving campaigns, submission of corporate and foundation grants, building a robust planned giving program, defining stewardship and prospecting tactics, enhancing special fundraising and cultivation events, and identifying new approaches to support the Camp's traditional development initiatives.
- Work closely with the Executive Director and the Board of Directors to develop and support the accomplishment of annual strategies and actions to meet fundraising goals. As needed, develop fundraising training for board members and other volunteers. Assumes responsibility for all development reports to the Executive Director to report to the Board of Directors and other agencies, attends Board meetings as requested.
- Clearly articulate and promote a strong case of need for philanthropy and build opportunities to create and sustain a culture that understands the relationship between philanthropy and the unique, quality experience offered to individuals who attend Mt. Hood Kiwanis Camp.

- Maintain ongoing communications with private and corporate donors, as well as identify prospective individual and corporate donors and develop strategies to cultivate those relationships.
- Along with the Executive Director, work in partnership with the Mt. Hood Kiwanis Camp Foundation Board of Directors to grow the Camp's endowment fund.
- Provide daily management of the Special Events Coordinator. Collaborate to establish event fundraising revenue targets (in support of the overall goals in the annual fundraising plan), and to ensure successful organization and delivery of fundraising events and donor receptions.
- Oversee grant seeking including research and proposal writing. Maintain contact with foundations, corporations and government funding sources. Collaborate and manage the relationship with the organization's contract grant writer to strategize and prepare proposals. Track grant submissions, and ensure timely and accurate report deliveries to funders.
- Work collaboratively and creatively with the Communications Director to appropriately promote development opportunities and fundraising goals, as well as integrate messages into Camp publications, online media, grant submissions, reports, and collateral materials to continuously cultivating and steward donors. Jointly ensure that Camp communications keep donors up to date with Mt. Hood Kiwanis Camp activities and events.
- Oversee management of gift processing and donor acknowledgement, responsible for management and maintenance of the donor database to confirm all donor records and files are accurate and up to date.
- Collaborate with the Finance Director to check that development and accounting systems are working in-sync, and to complete all financial reporting in a timely manner. Participate in the creation of the annual Camp budget and proactively manage the development department's revenues and expenses.
- Manage prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from donors. Develop strategies for existing donors to effectively move them through a meaningful cycle of giving.
- Make public appearances/accept speaking engagements to share information about Mt. Hood Kiwanis Camp with the community.
- Attend Mt. Hood Kiwanis Camp events and activities and work to foster pride and excitement for the Camp's fundraising efforts.

QUALIFICATIONS:

- Demonstrates servant leadership, embodies the Mt. Hood Kiwanis Camp's mission, and exemplifies a collaborative, decisive, motivating, and engaging communication style.

- Bachelor's degree in Communications, Marketing, Non-profit management, Business administration or other related field.
- Proven track record of fundraising success, particularly by securing major gifts, successfully managing campaigns, and engaging a community of motivated supporters.
- Minimum 7-10+ years of increasing responsibility in non-profit fundraising.
- Excellent managerial skills including at least 5 years of previous experience successfully managing development staff.
- Ability to manage multiple priorities in a complex environment.
- Demonstrated interpersonal skills, with an ability to communicate effectively—both verbally and in writing—as well as be a good listener.
- Working knowledge of non-profit development trends and best practices, fundraising tools and technology; including donor databases, email and online campaigns, and donor research.
- Extreme tact and discretion, attention to detail, and a commitment to excellence.
- Deep appreciation and understanding of the Camp's mission and the ability to articulate its value and vision internally and externally.