



Job Description

Position Title: Development Director

Status: Exempt

Position Summary: The Development Director is responsible for creating a vision and plan for SMART's statewide development program, and for providing the leadership needed to ensure its effective implementation. The director manages SMART's development team and oversees all programs, including , including campaign planning and implementation, major gifts, endowment, public and private grants, events/promotions, broad-based grassroots fundraising, and direct response/e-based fundraising. As a member of SMART's executive team, the Development Director ensures that all development activities are consistent with the organization's mission, vision and values.

Reports To: CEO

Direct Reports: Development Specialist
Grant Writer
Metro Development Manager

PRIMARY RESPONSIBILITIES:

Development

- Set and achieve, in collaboration with executive team, multi-year and annual revenue goals, with special emphasis on endowment and statewide grassroots fundraising
- Create and implement strategic and annual statewide development plans to ensure a diverse and balanced funding base
- Develop and implement a written plan for identifying, qualifying, cultivating, soliciting and stewarding individual, foundation and corporate donors
- Motivate and direct CEO, board members and other volunteer leaders regarding major donor cultivation and solicitation activities
- Personally manage a portfolio of prospective major donors
- Provide field managers with ongoing development training and support

Management/Administration

- Stay abreast of organization-wide issues, contribute to the development and achievement of SMART's strategic and annual plans
- Recruit, hire, train, and manage development staff for performance and retention
- Oversee creation of revenue projections and development expense budget
- Staff Board development committee

- Actively contribute to SMART leadership as member of executive team

KNOWLEDGE AND SKILLS:

- Demonstrated leadership, teamwork and people-management skills
- Successful track record in director-level development position, including campaign planning and implementation, major gifts, endowment, public and private grants, events/promotions, broad-based grassroots fundraising, including direct response/e-based fundraising
- Excellent project management skills; ability to develop and implement multiple project plans with minimal staff support
- Exceptional written and oral communication skills
- Strategic thinker with strong interpersonal skills, sound technical skills, analytical ability, and good judgment
- Clear understanding of Oregon, national and government funding opportunities
- Strong working knowledge of Raisers Edge or similar constituent management system
- High level of initiative and motivation

EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree with emphasis in development, non-profit management or related field
- 5 years progressively-responsible management experience in development with demonstrated success securing millions of dollars from a diverse constituent base
- Successful management experience with at least 2 direct reports

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is required to travel the state of Oregon extensively. The employee is occasionally required to stand, walk, and/or sit and lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

GENERAL REQUIREMENTS:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position.