

**DAWNING FAMILY SERVICES (formerly Alpha House)
JOB DESCRIPTION**

Position: Director of Development
Department: Development
Report To: Chief Executive Officer
FLSA Status: Exempt
Salary Range: \$65,000 - \$70,000 FTE - Salary
Positions Supervised: None
Last Revision Date: 10/05/2020

MISSION

Dawning Family Services creates sustainable change in the lives of our community's most vulnerable families.

POSITION FUNCTION/OVERVIEW:

The Director of Development is responsible for planning, organizing, and directing all of Dawning Family Services' fundraising including the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director of Development also has direct oversight of grant writing, marketing and communications for the agency. The Director works closely with The Chief Executive Officer and the Board of Directors in all development, communications, and fundraising endeavors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned.)

- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Establish a short and long-term comprehensive development and communications plan to ensure resources for the agency's ongoing and services.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Work closely with Director of Programs and CEO on new grant proposals.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate fund raising special events.
- Direct employee fundraising drives.
- Oversee prospect research.
- Make public appearances/accept speaking engagements to share information about the Dawning Family Services with the community.
- Staff Board Development Committee meetings.
- Oversee fundraising database and tracking systems.
- Supervise and collaborate with other fundraising staff.
- Oversee creation of publications to support fund raising activities.

- Maintain gift recognition programs.
- Work with Board of Directors on annual board giving campaign, provide ongoing fundraising training and mission stories to assist in the fundraising efforts.
- Create social media campaigns and oversee online presence of agency.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. DCF background clearance, fingerprinting and drug testing required.

- Must embrace the mission of Dawning Family Services.
- Foster an environment of teamwork within the agency.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor’s degree.
- 5 years minimum experience in professional fundraising.

MATHEMATICAL SKILLS: Ability to perform basic mathematical skills, Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions, Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Must adhere to safety, Public Health and OSHA Standards. Observe safety requirements as required by employer and adhere to state and local health and safety regulations.

I, the undersigned employee, acknowledge that I have read and understand the requirements and duties outlined in the above job description. I further understand that additional requirements and duties may be added at any time as set forth by my supervisor. Failure to complete any or all of the above duties will be construed as unsatisfactory execution of my job duties.

APPLICATION:

E-mail resume to info@alphahouseoftampa.org.