

Position: Director of Development
Department: Development
Report to: Chief Executive Officer
Positions Supervised: Development Associate
FLSA Status: Exempt
Salary Range: \$70,000 - \$75,000 FTE – Salary
Last Revision Date: 04/05/2021
Application: Email resume to info@dawningfs.org

The logo for Dawning Family Services is displayed in white text on a dark blue rectangular background. The word "DAWNING" is in a large, bold, sans-serif font. Below it, "Family Services" is written in a smaller, elegant serif font. At the bottom of the logo, the text "FORMERLY ALPHA HOUSE OF TAMPA" is written in a small, all-caps, sans-serif font.

DAWNING
Family Services
FORMERLY ALPHA HOUSE OF TAMPA

MISSION

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

POSITION OVERVIEW:

The Director of Development is responsible for planning, organizing, and directing all of Dawning Family Services' fundraising programs and activities, including major gifts, annual fund, donor stewardship, planned giving, capital campaign, special events, and donor database management. The Director of Development also oversees grant writing, marketing, volunteers, and communications for the agency. This position reports to the Chief Executive Officer and works closely with the Board of Directors in all development, communications, and fundraising endeavors. Must have at least 5 years of experience in nonprofit development and fundraising, experience working capital campaign and homeless populations, preferred.

DUTIES AND RESPONSIBILITIES:

- **PLANNING** – Establish annual and long-range comprehensive development and communication plans with measurable goals/metrics that support ensuring the necessary resources for the agency's continued services to the community.
- **AWARENESS** – Implement an awareness campaign that educates the community on the agency's mission, services, and needs through public appearances and presentations, as well as targeted speaking engagements.
- **PROSPECTS** – Oversee prospect research and target analytics to identify potential new donors and friends to all giving programs. Establish and maintain open lines of communication with prospective donors, friends, and volunteers throughout the community.
- **ANNUAL FUND** – Direct and manage all aspects of a comprehensive and strategic Annual Fund Program, including prospect research, donor solicitation, direct mail, online giving, annual fund drives, and implementation of annual employee and board giving campaigns. Produce meaningful monthly reports evaluating Annual Fund strategies, appeals, and progress.
- **MAJOR GIFTS** – Grow a Major Gifts Program, including identification, cultivation, and direct solicitation of major donors. Involve members of the Board and key staff as needed in the execution of the Major Gifts Program. Produce meaningful bi-monthly reports evaluating Major Gifts strategy and progress.
- **PLANNED GIVING** – Build a Planned Giving Program with a focus on deferred gifts such as bequest expectancies. Will work to create a planned giving solicitation strategy to involve key Board and staff members in both identifying planned giving opportunities as well as direct solicitation of prospects. Will work to develop gift acceptance policy.
- **CAPITAL CAMPAIGN** – Oversee and direct all Capital Campaign activity for the agency, including strategy and planning, reporting, communications, and prospect cultivation and solicitations.
- **GRANTS** – Oversee grant seeking, including research, proposal writing, and stewardship and reporting requirements. Will work closely with the Vice President of Programs and Operations, the grant writer, and the CEO on grant proposals.
- **DATABASE MANAGEMENT** – Oversee the donor database and related gift processing and tracking systems. Ensures timely and accurate acknowledgement of all donor gifts while ensuring donor records are updated and secure. Raiser's Edge experience preferred.

- **STEWARDSHIP** – Develop and implement donor stewardship and recognition programs.
- **EVENTS** – Coordinate and oversee development events to support agency’s fundraising, donor acquisition, cultivation, stewardship, and community engagement goals.
- **MARKETING** – Oversee agency’s print publications to support all fundraising activities and events. Create social media campaigns and oversee online presence of agency.
- **BOARD** – Engage the Board of Directors in fundraising through board fundraising training, mission stories, and board development committee meetings. Identify and work with key board members for major gift, capital campaign, and planned giving direct solicitations.
- **SUPERVISE** – Supervise and collaborate with Development Associate and other fundraising staff. Supervise fundraising committees and special event volunteers.
- Demonstrate professional conduct at all times and 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.

- Embrace the mission of Dawning Family Services.
- Have prior management of fundraising operations experience; capital campaign and major gifts experience preferred.
- Foster an environment of teamwork within the agency.
- Possess strong interpersonal, communication, presentation, and writing skills.
- Have ability to work with and motivate staff, board members, and other volunteers.
- Have desire to get out of the office and cultivate and sustain relationships with a wide variety of constituencies including existing and prospective donors, foundations, grant sources, and local business and community partners.
- Be a “self-starter” and goal driven; willing to initiate donor visits and fundraising calls.
- Be organized and exhibit follow through on tasks and goals; ability to multitask a must.
- Display a positive attitude; show concern for people and community; demonstrate presence, self-confidence, common sense, and good listening ability.
- Bachelor’s Degree.
- 5 years minimum experience in professional fundraising and development.

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.