



JOB TITLE: Director of Development
DEPARTMENT: Development
CLASSIFICATION: Exempt

REVISED: 10/22

POSITION DESCRIPTION

SUMMARY:

The Director of Development is an at-will position that reports to the Chief External Relations Officer (CERO). The Director of Development is responsible for designing, leading, and executing the overall development plan to support Common Ground's current and future strategic objectives. Reporting to the Chief External Relations Officer, and in collaboration with the President and CEO, the board, and volunteers, the Director will develop, implement, and evaluate fund development strategies to meaningfully engage, solicit and steward individuals and family foundations for annual, major, and planned gifts.

ESSENTIAL JOB FUNCTIONS:

- Create and implement a development plan, to include the following: major gifts (current, pledged, and endowed gifts), annual gifts and planned gifts from individuals and family foundations
- Conduct donor cultivation, solicitation, stewardship, and recognition, including management of a donor portfolio for self, other senior agency leadership, board members and volunteers
- Create briefing materials for the President and CEO, board, and volunteers in preparation for meetings with current and prospective donors
- Solicit and close gifts to meet annual goals for unrestricted, program, endowment, and capital support
- Create and implement annual giving initiatives, including Giving Tuesday, the year-end appeal, and others in collaboration with External Relations staff and contractors
- Develop and implement stewardship initiatives by donor giving levels, including communications, tailored impact reporting and recognition, in coordination with marketing staff and consultants
- Develop prospect pipeline initiatives to broaden donor base through annual giving, events, and volunteer referrals
- Use agency donor software and other tools to research prospective donors
- Design effective communication initiatives to deepen donor engagement in collaboration with agency marketing staff and contractors to include mail, website, and social media
- Create and execute communications for planned giving prospects and donors aligned with Common Ground's overall external communications
- Develop strategy for events that bring together potential or current donors with agency leadership staff and board members
- Form productive relationships with all internal stakeholders and departments to advance a culture of giving within Common Ground
- Build effective relationships with board members, volunteers, community partners and donors
- Staff Common Ground development committee/task force to strengthen board leadership and involvement in donor identification, cultivation, solicitation, and stewardship of individual donors
- Form connections to community and business leaders in the Detroit metro through participation in select community events and activities
- Demonstrate strong commitment to Common Ground's mission and an understanding of the impact of its program on the community
- Comply with all Common Ground policies and procedures

RELATED JOB FUNCTIONS:

- Perform other job-related duties as assigned

SUPERVISION: Donor Relations Specialists, Development Specialist, Marketing/Communications Specialist



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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Common Ground's programs and services
- Marketing and fundraising
- Business to business

SKILL TO:

- Exercise strong organizational abilities, time management and attention to detail
- Demonstrate leadership qualities
- Demonstrate proficiency in relevant software such as Microsoft Office and donor database software (Neon, Donor Perfect, Raisers Edge, etc.), including creating reports

ABILITY TO:

- Perform work as a self-starter with minimal supervision
- Exercise a high degree of professionalism, integrity, diplomacy
- Maintain sensitive confidential information
- Perform as a team player with capacity to collaborate and maintain positive working relationships with internal and external stakeholders (Common Ground leaders and staff, board members, advisory board members, etc.)
- Demonstrate excellent written, verbal, and interpersonal skills

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Business Administration or related field
- Proven record of soliciting and closing gifts with individuals
- Minimum of three years of fundraising experience
- Minimum of one year of supervisory experience
- Certified Fund-Raising Executive (CFRE), preferred

ESSENTIAL REQUIREMENTS:

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform their essential duties.

Environmental Working Requirements:

This position requires the ability to work in an office environment with exposure to computer screens, working in teams and closely with all staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.

Other Requirements: Availability for work in evenings and weekends as needed. Commitment to continuing growth and development in the fundraising profession.

