

Big Brothers Big Sisters of Flint and Genesee County

JOB DESCRIPTION

Position: Development Director

Report to: President/Chief Executive Officer

Summary of Responsibilities: The Development Director will provide management and oversight for the public relations, marketing, and fund development functions for the agency. This includes, but is not limited to, the planning, implementation, and evaluation of agency fundraising efforts including donor cultivation and solicitation, recognition, grant writing, oversight and management of agency fundraisers, and partnership development. Additional responsibility includes developing relationships with local broadcast, print and television media and the promotion of all agency activities.

Essential Job Functions:

- Coordinates and oversees the Development operations including Annual Fund Campaign, Special Projects, Bowling Challenge (Bowl for Kids Sake) agency fundraisers, including the annual Bowling Challenge, and third party fund development activities.
- Implements the agency Strategic Plan which includes increasing agency fundraising revenue and continuing to build the agency endowment.
- Responsible for minimum of 5 contacts per week in cultivation, solicitation and stewardship activities.
- Coordinate donor recognition activities.
- Provide written reports to chart progress of Fund Development activities
- Annually review and update Fund Development plan.
- Work collaboratively with the agency management team to develop promotional materials including the Annual Report, Case Statement/Development Brochures, solicitation material and other written correspondence to insure communication with existing and prospective donors
- Develop press releases to promote fundraising events for the agency.
- Research and develop grant application packages and assist with reporting requirements
- Administrative oversight and management of Raisers Edge Donor Software.
- Assist with the recruitment, management, and evaluation of Marketing & Fund Development staff and volunteers. This includes, but is not limited to, professional staff, work study students, interns, and event volunteers.
- Meet the scheduling expectation to serve after regular work hours, evenings, on weekends, and other non-traditional work schedule.
- Have reliable transportation with a valid Michigan Drivers License and automobile insurance.

Other duties as assigned by the President/CEO.

Minimum Qualifications: Bachelor Degree from an accredited college or university with 5 years of professional fund development experience.

Equal Employment Opportunity

Big Brothers Big Sisters of Flint and Genesee County provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and requirements considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Big Brothers Big Sisters of Flint and Genesee County may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date:	Revision Date: 4/10/18
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date: