

Development Director

Classification: Exempt
Salary Range: DOE
Department: Development Director
Reports to: CEO/ED
Date:

Summary/Objective:

The Development Director is part of the leadership team at Camp Korey. The Development Director leads the development program to create and implement strategies for all charitable giving to meet the camp's overall strategic goals and budget requirements, including annual giving, events, endowment funding, special campaigns, major gifts, and planned giving. Develops and implements marketing and public relations plans. Also serves as primary management support to Development Committee.

Reports to: Executive Director

Provides supervision to: Events Planner
Team Program Coordinator
Grants Specialists
Development Associates
Stewardship Coordinator

Essential Functions:

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

1. Support active engagement of Development Committee members and maintain strong working relationship with Development Committee chair.
2. Create development plan including measures of success.
3. Produce and execute annual departmental budgets, marketing plans and communication plans
3. Track and report results of development Plan including regular updates in support of major gift development.
4. Bring forward new ideas for fund development.
5. Manage recording of donations and assure that all pertinent donor information is recorded and retrievable in a timely manner.
6. Work closely with accounting to assure that the development department and account department data and reports match.

Major gifts:

- Based on a long-range vision and strategic annual development plan, lead a targeted effort to identify and cultivate major donor prospects
- Build outstanding relationships with donors and personally solicit major gifts
- Ensure at minimum cultivation and solicitation meetings are held with donors on a monthly basis.
- Collaborate with Executive Director, development staff, and board to strengthen and implement a compelling donor recognition and stewardship program.

- Ensure the production of inspiring, high performing fundraising and cultivation events.

Foundation and Corporate Giving:

- Based on a long range vision and strategic annual development plan, identify key corporate and foundation prospects to cultivate gifts and grants.
- Support development staff, volunteers, and consultants as needed to pursue corporate and grant prospects
- Support grants specialists to write grant proposals as needed

Marketing:

- Develop marketing and PR plans that support the Development Plan and Strategic Plan
- Draft compelling narratives for all external communications and development documents
- Help with design of direct mail campaigns and direct marketing campaigns
- Drive name recognition and awareness of camp
- Help with the design, production, distribution, and inventory of marketing materials including audio, video, print, and promotional apparel.

Public Relations:

- Support Press releases as needed
- Provide presentations to community groups to educate and promote Camp Korey.

Other:

- Uphold and promote the mission of Camp Korey
- Participate in strategic planning and budgeting
- Develop, recommend, and manage to the department budget
- Hire, evaluate, and motivate departmental staff
- Develop relationships with other DODs in the community and with other SeriousFun camps.
- Maintain compliance with relevant regulations and professional ethical standards
- Join professional associations
- Participate in camp activities

Key Competencies:

Should have the following qualities, knowledge of and/or experience:

- Ability to structure and execute annual campaigns and develop and operate a well-functioning development team
- Demonstrated strategic thinker
- Ability to identify and adopt fundraising best practices and train staff and volunteers on same
- Able to effectively communicate ideas and organizational needs and achievements verbally and in writing
- Knowledge and connections in Seattle's philanthropic community
- Highly organized and able to manage time and prioritize projects
- Must be flexible and adaptable to an environment with multiple frequently changing demands and priorities
- Able to maintain confidential information
- High level of integrity and impeccable work ethic

- Computer proficient in office and excel programs
- Working knowledge of computer operations, including networking

Work Environment:

Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.

Working outside will sometimes be necessary, in various weather conditions

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.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, and bend; lift, carry, move, push and pull up to 25 lbs. Specific vision abilities require by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Driving is required.

Position Type/Expected hours of work:

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 to 4:30 p.m. However, the position requires the ability to work during non-standard hours and on short notice as the need arises.

Travel:

Local travel will be required, primarily during the day. Limited out-of-area or overnight travel may be expected.

Required Education, Training and Experience:

- Bachelor's degree required
- High proficiency with Microsoft office products

Preferred Education, Training and Experience:

- Master's degree preferred
- Three or more years in Executive fund development preferred
- Two or more years of experience with a non-profit organization
- Working knowledge of database (Access)

Additional Eligibility Requirements:

- Valid driver's license
- Background check
- Current Vaccinations
- CPR/First Aid Certification

EEO Statement

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions be based on merit, qualifications, and competence. Camp Korey provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Controller _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____