



Development Director Job Description

Reports to: CEO

Position Summary: Under the supervision of the CEO, the Development Director is responsible for the design and implementation of the agency fundraising plan, successful fundraising events, and the agency's marketing efforts, including social media. The position works closely with the CEO and Board of Directors to plan and implement fundraising strategies that meet or exceed annual fundraising goals. The Development Director's charge will be to substantially increase and steward individual, church, business, and organization donors in order to achieve a more diverse mix of funding and ensure the agency's sustainability, while assisting with other fund strategy efforts which may include grant writing and reporting. The position also supports the achievement of the agency's volunteer recruitment and retention goals through oversight of the Volunteer & Community Engagement Manager and manages the Community Specialist who supports fundraising and community outreach.

Successful candidates will possess:

- Strong attention to detail and process oriented;
- Ability to prioritize and achieve deadline goals;
- Excellent organizational skills;
- Ability to represent AZCEND in the community;
- Excellent communication skills, both verbal and written;
- Excellent interpersonal skills;
- Ability to manage multiple complex projects and priorities in a fast-paced environment;
- Strong initiative and self motivation.
- Serve as the organization front line fundraiser.

The Development Director is an exempt position and reports to the CEO and co-leads the Board Fundraising Committee and the Board PR/Marketing Committee with each Committee Chair.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Planning

- Create and implement a diversified annual and major gift fundraising program.
- Create and manage the development budget.
- Motivate Board members in fundraising activities.
- Oversee the management of the donor database and fundraising records.
- Create social media plan to support fund development.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.
- Develop and sustain AZCEND Advisory Committee.
- Create and plan agendas and schedule dates and locations for committee meetings

Fundraising

- Establish, implement and maintain the fund development plan to increase revenues to support the strategic direction of the organization in accordance with ethical fundraising principles; quarterly assessment of effectiveness and modifications to ensure the fundraising goals are being achieved.
- Identify and cultivate relationships with prospects and donors.
- Maintain relationships with current funders (individuals, organizations, corporations, and foundations).

- Lead fundraising events and activities including public relations and logistics for the events; creating and securing sponsorship packages, developing and managing timelines for events and ensuring critical processes are carried out in a timely manner to include Spirit of AZCEND Gala, Eggs Benefit Breakfast and Walk in the Park
- Lead other annual fundraising efforts, including campaign mailers and 3rd party events.
- Administer the donor mailing list and database while respecting the privacy and confidentiality of donor information.
- Oversee recognition of gift giving including thank you letters, tax information, acknowledgements and fulfillment of donor requests.
- Prepare and present annual giving campaigns for staff and board

Communication

- Prepare regular reports on progress, budgets, receipts and expenditures related to fundraising and the management of the fund development activities.
- Manage website content.
- Prepare presentations and written communication including the monthly newsletter, annual report, press releases power points, staff and board talking points, brochures, communication collateral and other marketing and promotional materials.
- Lead social media efforts.
- Convey the agency's vision, mission, and goals clearly to stakeholders.
- Provide tours and serve as liaison to stakeholder groups including For our City Chandler and For our Town Gilbert

Minimum Qualification Requirements:

- Bachelor's degree in related field.
- A minimum three years of relevant experience.
- A record of personal success in raising money through the constituent base, major gifts from individuals and annual giving campaigns, and from businesses, foundations and corporations, and in building and maintaining long-term relationships with donors.
- Best practices of stewardships for all donors and partners.
- Broad-based knowledge of various development campaign activities including: Internet, direct mail, social media, annual fund, event planning, direct solicitations, leveraging fundraising databases and support systems for donor segmentation, research and volunteer management.
- Exceptional oral and written communication skills.
- Demonstrated ability to work effectively with diverse people and communities, contribute to a collaborative team and be people-oriented.
- Ability to work well independently and cooperatively within a multi-disciplinary team environment to meet internal and external requests.
- Exceptional ability to manage multiple complex projects and priorities.
- Excellent interpersonal skills, including the ability to listen and be responsive to community partners, philanthropic partners, staff and Board of Directors. Ability to be the public face of fundraising when appropriate.
- Demonstrate attention and accuracy to detail and the ability to maintain confidentiality.
- Proficiency with Microsoft Office. Understanding of database functions; knowledge and proficiency with Bloomerang, and/or Network for Good preferred.
- Must have the flexibility to work hours outside the standard 8-5 timeframe and to travel, if necessary.

To apply, please send cover letter and resume to trinity@azcend.org.