

Job Description Development Director

FLSA Status: Exempt

Date: 06/10

SUMMARY

The Development Director assists the Executive Director in efforts to ensure the long-term financial viability of the Environmental Defense Center. The position supports the mission of the organization by overseeing fundraising activities, assists with the volunteer and intern program and in office management functions. The Development Director receives direct supervision from the Executive Director (ED).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions of the job include but are not limited to:

- **Fund Development Responsibilities**
 - Create and oversee comprehensive development program for EDC. Develop, coordinate, and implement fundraising strategies and activities for all EDC operations in all service areas, including direct mail solicitations, grants, major donors, memberships, special events, planned giving and endowment campaigns.
 - In collaboration with ED and Board of Directors, coordinate all major donor outreach, cultivation and solicitation activities, including scheduling meetings and events, coordinating mailings, and maintaining donor files.
 - Oversee and coordinate all EDC fundraising events in conjunction with event committees, event coordinator and/or other EDC staff.
 - Responsible for timely implementation of a membership campaign plan.
 - Oversee and implement direct mail solicitation plan.
 - Responsible for completion of all grant-writing and reporting in coordination with ED and other staff.
 - Responsible for assuring support to Board members, volunteers and fund development staff in planned giving and endowment campaign efforts, including developing materials, establishing volunteer committees, and scheduling donor meetings.
 - Advise board members on fundraising opportunities and strategies.
 - Serve as staff liaison to Board Development Committee.
 - Develop policies for development activities; ensure that conflicts of interests do not exist in connection with any donation; keep current of any tax regulations or laws affecting a 501(3)(c) organization in regards to the acceptance and/or utilization of donations.
 - Ensure that development files contain current information and proper documentation.
 - Assist with budget preparation, manage development budget, monitor the attainment of development goals and provide income information for agency's annual budgeting process.
 - Assist with client fundraising.
 - Become familiar with all aspects of and ensure the maintenance of donor information and database files. Generate appropriate reports for development analysis, major donor meetings, or reports to the ED and the Board of Directors.
 - Ensure the timely processing of thank-you letters and appropriate donor correspondence.
 - Gather and prepare EDC materials/merchandise or program information packets for special events and assist with information tables at events.

- **Volunteers and Interns**
 - Assist in recruitment, training, orientation and supervision of volunteers and interns.
 - Ensure that volunteers and interns follow all agency procedures and protocols.

- Agency Operations
 - Assign and supervise administrative staff in development-related tasks consistent with hours available and job description for that post.
 - Attend staff meetings.
 - Assist with the implementation of the strategic planning process with board and staff members.

- Board Relations
 - Report development plans and progress for monthly Board meetings.
 - Take notes at Board meetings and prepare minutes in a timely manner.
 - Work with Development Committee to ensure implementation of development plan.

ADDITIONAL DUTIES

- Assist Communications Director in developing and maintaining public involvement in and support for the EDC; provide assistance as necessary regarding the development of PR materials, website, newsletters and EDC publications.

Like all EDC employees, the Development Director may occasionally be called upon to perform tasks outside the scope of his/her usual job duties.

***If you are interested please send your cover letter, resume and references to david at edcnet.org or contact him with any further questions.**