



## **Development Director Sanctuary One Job Description**

**Position Title:** Development Director

**Reports To:** Executive Director

**FLSA Status:** Exempt, Permanent, Full-time

**Category:** Non-Resident Employee

### **SUMMARY:**

The Development Director, reporting directly to the Executive Director, will be responsible for assuring that Sanctuary One will reach its annual and long-term development goals. The individual will lead efforts in the design and implementation of a comprehensive and strategic development program including: major and monthly giving. This position provides donor engagement, some office administration, donor database functions and works closely with the Executive Director and the Board.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

*Achieving Fundraising Targets:* Meeting both annual and long-term development goals through strategic planning and execution, including major and monthly giving campaigns.

*Donor Engagement and Expansion:* Cultivating relationships with individual, corporate, and foundation donors, expanding the donor base, and increasing multi-year commitments.

*Leadership in Fundraising Initiatives:* Leading key fundraising campaigns, managing donor databases, and providing support to board members for outreach and fundraising.

*Operational Excellence:* Ensuring administrative compliance with regulations and grant funds, and fostering collaboration with colleagues on outreach and educational efforts.

*Strategic Board Collaboration:* Supporting board-led fundraising and outreach initiatives to grow major donor portfolios.

*Strengthening Community Relations:* Collaborating to develop impactful outreach programs, promoting Sanctuary One's mission to the broader community.

### **COMMUNICATION and PROFESSIONALISM:**

- Interacts in a kind, compassionate, and professional manner, in keeping with the mission of Sanctuary One
- Exhibits a high degree of diplomacy in dealing with individuals over the phone or in person.
- Communicates effectively with fellow employees, Board members, visitors, donors, volunteers, and vendors
- Maintains confidentiality and security



**REQUIRED KNOWLEDGE, SKILL and ABILITY:**

- Ability to work in a team environment
- Knowledge of fundraising management and of events planning and management
- Excellent communication skills including outstanding written and verbal communication
- Must be flexible, dependable and responsive
- Ability to plan, organize and prioritize
- Ability to collect, maintain and analyze data
- Must be able to work independently
- Excellent time management skills and ability to multi-task and prioritize work
- Proficiency in the use of multiple computer competencies including word processing, presentation software, database and spreadsheet management, and social media platforms.
- Attention to detail and problem-solving skills
- Experience working with boards and board committees in fund development preferred
- Flexibility to occasionally work evenings, early mornings or weekends as needed
- Pass criminal background check
- Valid Driver's License

**EDUCATION and EXPERIENCE:**

- Bachelors degree in related field required, a certificate in Non-profit Management or Fundraising Management is an asset
- Two years of fundraising experience, with a proven track record and demonstrated success in major gifts and planned giving donor cultivation
- Must demonstrate the ability to work with a diversity of people with varied personalities and interests.

***Note: This is a job description, not an employment contract. This job description does not state or imply these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by management.***