

FLIPANY

Director of Development

Job Description

Reports To:

Executive Director

General Function:

Responsible for the development and implementation of short and long-range fund development programs to meet FLIPANY's required annual operating expenses and goals.

Essential Duties and Responsibilities Include:

- Administering a comprehensive fundraising operation focused on generating new donors and stewarding current donors in the areas of individuals gifts, major gifts, corporate sponsorship and special events.
- Designing annual and long-range fundraising plans in partnership with the Executive Director and Board Development Committee. Presents these funding plans to the Board for its input and approval.
- Works closely with the Executive Director to keep her apprised and engaged in all Donor Relation plans, activities, goals and progress.
- Planning, designing, writing and executing an Annual Appeal.
- Conducting donor research, soliciting gifts, relationship building for Major Gifts.
- Responsibility for the marketing, communications and solicitations for future Planned Giving and Endowment programs.
- Responsibility for donor identification, cultivation and stewardship for all donors. Creation and management of a system to continuously and effectively identify cultivate and solicit prospective donors, i.e. individuals and corporate leaders according to the Board's approval and goals. Directs the planning and implementation of programs to engage, recognize and thank donors.
- Implementing an effective strategy to grow annual giving and the number of individuals that are contributing annually.
- Planning, organizing, promoting and executing all fundraising events, seeking sponsorships needed and identifying new opportunities for fundraising, assuring coordination to meet established timelines and to reach fundraising goal.
- Development of corporate relationships to secure sponsorships.
- Serving as a liaison to the Board Development Committee. Working to secure active engagement of Board in fund development: prospect identification, cultivation, solicitation, stewardship. This might include directing and managing special initiatives.
- Overseeing fundraising data base to track, analyze and provide reports on fundraising activities and results. Overseeing maintenance and correctness of computerized mailing lists and files on current and prospective donors.
- Creating and implementing monthly reports for the Executive Director and Board Development Committee.
- Developing and providing presentations to civic groups, corporations and foundations to acquaint community with FLIPANY's program services.
- Ensuring compliance with city, county, state and federal policies, regarding fundraising.
- Other duties as assigned by the Executive Director.

Required Qualifications:

- Bachelor's degree in marketing/public relations, nonprofit management, or equivalent work experience.
- Minimum of five (5) years successful work experience in nonprofit resource development (leadership level is preferred).
- Demonstrated success in leading and developing fundraising initiatives (or comparable activities within the corporate sector) such as major gifts campaign, special events, annual campaign, corporate sponsorships, (sales development for the corporate sector).
- Experience in both business and nonprofit settings preferred. Administrative and supervisory experience working with volunteers and staff a must.
- Excellent oral and written communication, computer literacy and strong organizational skills.
- A grasp of financial management to effectively work with financial professionals, staff, board members and donors.
- Marketing and public relations skills.
- A motivated self-starter with a high level of integrity who is committed to service and excellence.
- Must comply with organization's standards, i.e., conduct, policies and procedures.
- A team player who is flexible and able to complement the team of staff, board members and volunteers.
- Must be able to work under tight schedules and possess the ability to handle pressure associated with deadlines. Must be able to multi task.
- Creative and not afraid to think outside the box.
- Functional technology skills; e.g. e-mail, Internet, data base management, Excel, Word, PowerPoint, Prospect Management software or ACT or compatible product.
- Must possess sensitivity to the cultural differences that are present among the organization's service population.

Salary is negotiable based on experience and education. Offer contingent on satisfactory background check results and drug screening.

Please e-mail resume, cover letter and salary requirements to Lynne Kunins, Executive Director:
Lkunins@FLIPANY.org

Deadline to submit resume is December 2, 2011

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