

Partnership for the Delaware Estuary (PDE)

JOB DESCRIPTION

GENERAL DESCRIPTION

The Director of Development is the member of the Senior Leadership Team with oversight for the organization's Fundraising activities and Grant opportunities, with a focus on growing revenue from individual donors. The incumbent provides leadership and direction to PDE's development staff and is responsible for targeting, cultivating, and securing financial resources to support PDE's mission.

JOB FUNCTIONS

1. Leadership and Direction

- Actively participates in meetings of the Senior Leadership Team where both strategic and operational issues are addressed and decided. Fosters cross-functional cooperation throughout PDE and the design, implementation, and adaptive management of PDE's Strategic Plan (to meet the goals of the CCMP).
- Supervises and mentors the development staff.
- Attends meetings of PDE's Board of Directors, Development and Events Committees, making presentations for information and approvals, if needed.

2. Fundraising

- Develops and oversees implementation of an annual work plan, calendar and budget for fundraising activities. Sets fundraising goals.
- Targets unrestricted revenue growth through creation and implementation of a major gifts program and planned giving program
- Develops and oversees initiatives for engaging all Board members in the fundraising process.
- Oversees the development of PDE's case for support, case statements for key program areas and other communications related to fundraising.
- Provides strategic input and oversight to staff for:
 - creating engagement opportunities for donors
 - implementing donor stewardship protocols and practices
 - assessing and utilizing data to support donor identification, cultivation and acquisition.
- Explores and seizes opportunities for generating new alternative revenue sources.

3. Events

- Sets fundraising and "friend-raising" goals for events.
- Mentors and motivates Board members, donors and staff to meet goals.
- Provides guidance and leadership to Development staff for executing a strategic mix of events.

4. Grants

- Oversees the grant writing and management process. Executes a strategic mix of grant writing and management targeted at organizational goals and objectives.
- Builds and manages key relationships with funders.

- Pursues growth and diversity of PDE funding sources.

5. Performs other activities as assigned.

REQUIRED SKILLS & EXPERIENCE

1. BA degree from an accredited college
2. 10 years of professional experience within a full-service development office.
3. CFRE certification or familiarity.
4. Experience with creating and implementing of a comprehensive development plan.
5. Ability to communicate knowledgeably and passionately about PDE's work and mission.
6. Successful track record in securing sponsorships, gifts, and grants, including experience with large gifts (\$25,000+)
7. Experience managing annual appeals and seeking foundation and corporate grants.
8. In-depth knowledge of fundraising strategies.
9. Demonstrated ability to manage, supervise and coach a staff.
10. Superior interpersonal skills.
11. Proven organizational skills, ability to problem solve, schedule and complete multiple short-term and long-term tasks, and meet deadlines.
12. High standards for integrity and professional discretion.
13. Proficiency with Microsoft Office software; experience using fundraising software; Familiarity with contact management software such as Salesforce.
14. Excellent written and verbal communication skills.
15. Valid United States driver's license.

WORKING CONDITIONS

Time spent in this position will be primarily in an office setting, frequently in off-site meeting locations and occasionally outdoors in natural settings. Infrequently, there will be tasks completed in a storage/warehouse facility. Work hours may shift dependent on project or program needs and staff or partner availability. Periodically, there will be the need to work hours outside the normal work day schedule, which may occasionally include a weekend day.

PHYSICAL REQUIREMENTS

The incumbent should be able to lift 30 pounds. The incumbent should be able to sit and stand for at least 4 hours at a time.

REPORTING RELATIONSHIPS

Reports to: Executive Director

Direct reports: Development Manager
Coordinator of Grants