

CLAUSEN HOUSE JOB DESCRIPTION

Position Title: Director of Development

Department: Development

Incumbent: _____

Job Status: Full Time/Exempt

Supervisor: Board of Directors

ESSENTIAL FUNCTIONS:

The Director of Development (DoD) manages all aspects of the fundraising program at Clausen House (Clausen House). The incumbent is intimately familiar with long-range development planning, implementation of fundraising campaigns, donor and volunteer relations, marketing and communications and production of special events. The DoD is responsible for planning and meeting the department's revenue and expense budgets.

DUTIES AND RESPONSIBILITIES:

- Work with the board to strategically increase the percentage of total organizational revenue from fundraising (decreasing reliance on contract-based funding) through the creation and implementation of a **Fund Development Plan**.
- **Expand fundraising activities**, plan and implement other fundraising initiatives as appropriate.
- **Oversee the Clausen House development plan** of individual and institutional giving through all channels including direct mail, online giving, special events, social media, major donor programs and planned giving.
- Continue and expand the implementation of a program to secure **major individual gifts** as a high priority vehicle for fundraising. The DoD will be responsible for supporting and advising the Clausen House Board of Directors and the Executive Director on the identification and **cultivation of major gifts**, and for leading the Board and Executive Director in soliciting such gifts.
- Increase **the institutional giving program**. The DoD is responsible for identifying, researching and qualifying prospective corporate and private foundation funders, and for the development and submission of letters of intent, full proposals, grant applications and grant reports, as required, including budgets and financial reports with the support of the finance department.

- Design and implement **annual direct mail solicitations**. The DoD is responsible for conceptualizing and writing appeal letters, as well as the production and fulfillment (list segmentation, design, printing and mail production). Engage and provide direction to vendors including graphic designers, printers, and mail house as necessary.
- Oversee the development and execution of current and new **special events**, including fundraising and stewardship events.
- Coordinate the **marketing and communications** plan for all electronic and print communications including the website, print newsletter, e-newsletter and social networking as appropriate.
- Oversee the maintenance and upkeep of the Clausen House **donor database** and ensure high integrity of data collection. The DoD is responsible for tracking all donor contacts (including those initiated on behalf of the Executive Director, Board and others), prospect/donor biographical information and research, and oversight of the Development Assistant for gift entry and timely acknowledgements.
- **Coordinate fundraising responsibilities** among the development staff, the Executive Director, Board Development Committee and other staff and volunteers, as appropriate.
- **Manage a comprehensive stewardship function**, ensuring that donors are regularly reminded of the impact of their gift.
- **Participate in board recruitment** as a function of building and stewarding relationships.
- **Engage the Board of Directors** to ensure their enthusiastic involvement in the organization's fundraising activities.

Desired qualifications, skill and abilities:

- A minimum of seven years of experience in raising funds for nonprofit organizations with a demonstrated record of success in a variety of fundraising activities.
- Comfortable with people with developmental disabilities and a keen interest in participating in the success of an organization that helps people with disabilities.
- Experience in supervising fundraising staff and an ability to interface with Clausen House program managers.
- Financial acumen, an understanding of nonprofit financial management and ability to create and maintain a budget.
- Experience in working with boards of directors and other groups of volunteers, and in working harmoniously with many sorts of personalities.
- Experience in soliciting major individual gifts and in training boards in major gift solicitation.
- Experience in writing articulate, compelling case statements, proposals and other key development communications.
- Experience with fundraising databases.
- Must maintain strict confidentiality related to client, staff and other Agency information.

- Must be able to obtain clearance from the Dept of Justice.
- Must be willing to drive personal car on Clausen House business.

PHYSICAL DEMANDS

- Ability to climb several flights of stairs daily and travel to various locations.
- Must be able to pass a physician’s health screening and submit negative TB test result.

ENVIRONMENTAL CONDITIONS

- **Location:** Inside/Outside - Work is predominately inside and generally provides protection from weather conditions and temperature changes.
- **Stairs/Steps:** Daily – Occur on every shift. Ascend and descend stairs, steps or similar uneven surfaces to access any required work area or other areas related to functioning in the workplace.

I have read and understand the contents of this job description and meet the position qualifications and can perform the duties listed. I understand that my job description may change to include other duties assigned by my supervisor that may not be listed.

Signed: _____ **Date:** _____
(Employee)

Signed: _____ **Date:** _____