



POSITION DESCRIPTION

TITLE:	Development Director
PERFORMANCE PROFILE SOURCE:	Management Professional
DEPARTMENT:	Administration/Development
REPORTS TO:	Executive Director
STATUS:	Full-time; exempt

PRIMARY FUNCTION:

To generate fundraising income through campaigns targeting foundations, corporations, civic groups and individual donors within the community. Provide writing support for foundation and corporate grant requests and acknowledgment of donor gifts.

KEY ROLES (Essential Job Responsibilities):

Strategic Planning

1. Contribute to the planning and implementation of the strategic plan regarding activities relating to donor solicitations and other club fundraising efforts.

Resource Development

2. Contribute to attaining financial support;
 - write grant proposals for foundation support;
 - work with club management to solicit corporations and civic groups for donations and other support; and
 - plan and implement special fundraising events.

Resource Management

3. Manage administrative and operational systems to:
 - track fundraising income, compile income status reports and variance reports; and
 - recognize contributions with acknowledgement letters and special recognition events..
4. Ensure a productive working environment, providing staff support to Camp Fire USA management on fundraising issues. Represents staff at various committee meetings, assists in mailings, writes follow up letters and enters necessary data regarding club donors.
5. Performs other related duties and responsibilities as required or as assigned.

Development Coordinator

RELATIONSHIPS:

Internal: Maintain close, daily contact with management to exchange information, seek and give assistance, consultation and direction. Maintains contact with financial staff and support staff. Maintains verbal and written contact with volunteers and volunteer committees.

External: maintain contact with community and corporate leaders, schools, parents and local residents to seek financial support and provide information regarding club activities and needs.

SKILLS/KNOWLEDGE PREFERRED:

- Y Bachelor's degree from an accredited college or university, or equivalent experience.
- Y A minimum of two years work experience in a Camp Fire or similar not-for-profit organization with an emphasis of fundraising, marketing, management, budgeting, community and public relations.
- Y Excellent verbal and written communication skills.
- Y Knowledge of accounting principles as they relate to fundraising issues.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Reviewed by: _____
Executive Director **Date**