

## **JOB DESCRIPTION**

**Title:** Director, Development & Fundraising

**Reports to:** CEO

**Department:** Development

### **I. ORGANIZATION AND DEPARTMENT OVERVIEW**

Spence-Chapin is a leading non-profit organization providing adoption and permanency-related services, and pre and post-adoption services to children, women, and families. Our work is rooted in the belief that every child deserves a family. For more than 100 years, we have been connecting children with permanent homes, deep parental love, and lifelong sense of security and support. We have placed more than 20,000 children with loving, stable families, and meet the needs of at-risk children in our community through our full suite of options counseling and child services.

The Development team is responsible for all fundraising to support the services Spence-Chapin provides to children, women, and families, both domestically and internationally. We are a committed team of fundraising professionals working to grow both our individual donor engagement and our foundation and corporate relationships to support the rapid growth being experienced at Spence-Chapin.

### **II. POSITION SUMMARY**

The Director of Development is responsible for planning, organizing, and directing all of Spence-Chapin's fundraising including, the major gifts program, planned giving, special events and capital campaigns. The Director works closely with the CEO and the Board of Directors in all development and fundraising endeavors.

S/he helps conceive, design and drive effective cultivation, solicitation and stewardship strategies for major gift prospects and close friends, focused on individual and foundation donors. In addition, s/he provides strategic guidance and support to other key fundraisers – including the CEO, and Board Members – and mentors and motivates fellow Development team members.

The Director builds strong relationships both internally and externally and applies this ability in the execution of the key principles of donor cultivation and engagement. S/he understands organizational budgets and conceptualizes annual giving analyses and is proficient in utilizing this knowledge to manage report generation for Board and Committee meetings. The Director works to ensure the implementation of a Development calendar, collaborating with fellow members of the Development team to execute annual fundraising strategies. As appropriate, s/he participates in the solicitation of major gifts and accompanies the Executive Team on Development meetings.

### **III. KEY RESPONSIBILITIES**

#### **I. Pipeline Management**

- Develop strategies for the cultivation, solicitation and stewardship of donors, with a special focus on major gifts
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them
- Develop individual donor strategies to renew and upgrade giving
- Oversee prospecting and moves management process for major gift donors, and coordinate target goals for Development team members

- Mentor Development team members to research, identify, and create cultivation and moves management strategies for their donor portfolios
  - Oversee grant seeking including research, proposal writing, and reporting requirements. Identify foundation partnership opportunities and conduct grant research, writing and reporting
  - Solicit and secure gifts, as appropriate
- II. Annual Appeal Strategy and Implementation**
- Oversee Annual Appeal efforts from the Development Department to mid-level donors, including multiple annual mailings
  - Work with Development team to prepare external communications
  - Oversee creation of publications to support fundraising activities.
- III. Department Management Functions**
- Meet fundraising objectives, evaluate results, and conceptualize corrective strategies
  - Design and lead collaborative, complex, and diversified projects, coordinating the work of Development team members, tracking the departmental budget, and ensuring accountability
  - Prepare Development reporting for Board Meetings four times per year, oversee and ensure timely preparation of briefings for internal Development meetings, and ensure appropriate de-briefing and follow-through post meetings
  - Draft and execute timely Development-specific correspondence from /CEO

**IV. EDUCATION & EXPERIENCE**

- Bachelor's degree
- 7-10 years of professional fundraising experience

**V. TECHNICAL SKILLS**

- Proficiency with Word, Excel (e.g., database management tools and formulas – pivot tables, vlookups, if functions) and PowerPoint
- Experience with fundraising databases (e.g. Raiser's Edge) preferred

**VI. KEY COMPETENCIES**

- Self-motivated strategic thinker with a proven record working independently and achieving results
- Possess the skills to work with and motivate staff, board members and other volunteers
- Have the desire to get out of the office and build external relationships
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls
- Be organized and exhibit "follow through" on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Proactive approach to daily work, problem solving and long-term project implementation
- Ability to work successfully in a collaborative, team-oriented environment and to effectively manage cross-organizational working relationships
- Ability to present complex content in a manner that is understandable to non-fundraisers
- Excellent written and verbal communication and presentation skills
- High attention to detail and organization
- Familiarity with philanthropic industry and sources of philanthropy in NYC
- Personal passion for child welfare