CLD CENTER FOR LEADERSHIP DEVELOPMENT
Cultivating Character ✦ Empowering Youth ✦ Enriching Community

Department	Development
Job Title	**Director of Development**
Reports to	President

Travel Required:	Type of position:	Hours:
✔ Local	✔ Full-time, Exempt	✔40 Some evenings and weekends

GENERAL POSITION DESCRIPTION

The Director of Development plans and leads all aspects of fundraising and comprehensive development initiatives for the Center for Leadership Development (CLD), including grant writing and reporting, fundraising events, annual fund campaigns, alumni relations, donor acquisition and cultivation.   This position is responsible for oversight and the successful achievement of quantifiable Development goals.

The Director of Development supervises the following five positions: Manager of Events and Sponsorships, Manager of Marketing and Communication, Manager of Grants and Administration, Alumni Relations Coordinator, and Development Assistant.

ROLES & RESPONSIBILITIES

- Works with the President, staff, and Board of Directors to facilitate short and long-term strategic development goals.
- Identifies, cultivates, solicits, and stewards various funding sources, including individuals, foundations, corporations, and educational entities.
- Develops and strengthens partnerships with organizations and donors.
- Oversees all aspects of grants acquisition, management, and reporting.
- Leads and directs all fundraising events and related activities including publicity, sponsor solicitation and acknowledgments, event mailings, logistics, and staff and volunteer engagement.
- Oversees all aspects of the fundraising and donor engagement software.
- Prepares Development reports for leadership and the Board of Directors.
- Establishes performance measures, monitors results, and evaluates the outcomes of all development efforts.
- Adheres to the fundraising professional code of ethics.

WORK EXPERIENCE AND SKILLS REQUIREMENTS

- Minimum of five years' experience in non-profit fund development and project management.
- Demonstrated successful management experience, including the ability to motivate, lead, set objectives, and manage performance.
- Record of asking for and closing development solicitations.
- Ability to work collaboratively and courteously with colleagues from diverse backgrounds throughout CLD and the community.
- Working knowledge of database input and management.

- Working knowledge of current trends in charitable giving.
- Functional skills with Windows 10, Microsoft Office, and Project Management Software.
- Commitment to CLD's mission and values.

ATTRIBUTES

- Communicator. Proficient verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Critical Thinker. Form reasonable judgments; provide evidence, reasons, or rationale for decisions.
- Team player. Works well independently, but recognizes the value of working with corporate management, employees, and the larger community.
- Flexible. Must be willing to learn quickly and respond to changing environments.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast-paced, customer-oriented environment while being detailed and highly organized.
- Passion. Must be excited about the CLD mission, youth, and the communities we serve.
- Character. Impeccable.

EDUCATION and/or CERTIFICATION REQUIREMENTS

- Bachelor's degree required in business, non-profit management, or a related field.
- Master's Degree preferred.
- CFRE Designation preferred.

PHYSICAL REQUIREMENTS/DEMANDS

- Generally sedentary work, remaining in a stationary position for long periods of time.   Events require physical exertion, including lifting boxes and tubs, moving chairs and tables, loading and unloading supplies.
- Position requires working evenings and weekends and a commitment to this schedule.
- Must have reliable transportation.
- Available to work evenings and weekends as needed.
- Valid driver's license.
- Complies with mandatory attendance at signature CLD events.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators and photocopiers.