

Department	Development
Job Title	<b>Director of Development</b>
Reports to	President

<b>Travel Required:</b> ✓ Local	<b>Type of position:</b> ✓ Full-time, Exempt	<b>Hours:</b> ✓ 40 Hours M - F Some scheduled evenings and weekends
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### **GENERAL POSITION DESCRIPTION**

The Director of Development plans and leads all aspects of fundraising and comprehensive development initiatives for CLD. This position is responsible for planning, budgeting, and strategic direction of customized, comprehensive fundraising plans; oversight and successful achievement of goals; and oversight of the implementation and management of all development activities, including timelines, budget, and staff. This role is responsible for meeting quantifiable goals, including especially successful major and principal gift solicitations. This role is also responsible for overseeing the planning, coordination, and implementation of marketing and communication efforts.

The Director of Development oversees all Fundraising Events including the Minority Achievers Awards and Scholarship Gala. The role supervises the following positions: Manager of Events & Sponsorships, Manager of Marketing and Communications, Manager of Grants and Administration, Alumni Relations Coordinator, and Development Coordinator.

It is essential the person in this role have excellent communication and interpersonal skills, as well as comprehensive knowledge of the CLD organization and history. This person must also have knowledge of Black youth opportunities and challenges and can speak to how CLD helps youth and families address these challenges.

### **ROLES & RESPONSIBILITIES**

- Provides professional insight and advice based on a depth and breadth of knowledge and experience.
- Responsible for meeting quantifiable Development goals set by the President.
- Supervises Development staff, including training and performance evaluations.
- Monitors the progress of fundraising effort goals by the Manager of Events & Sponsorships.
- Reviews all grants and reports written by the Manager of Grants and Administration and other staff.
- Oversees Alumni Reengagement Strategy and the Alumni Relations Coordinator's efforts to meet Strategic Plan goals of increasing the number of Alumni participants and Alumni donors.
- Oversees all event collateral created by the Manager of Marketing and Communication, ensuring consistent messaging and branding of CLD to external and internal audiences.
- Responsible for expanding awareness of CLD programs and initiatives with personal contacts via telephone or representing the organization at various meetings, programs and events.
- Serves as a primary advocate on behalf of CLD in developing and strengthening partnerships with community-based organizations.
- Ensures effective coordination with internal teams related to Development.

- Works collaboratively with Manager of Events & Sponsorships in promoting contribution income campaigns to CLD Alumni and others.
- Manages the planning, execution, direction, and coordination of all Stakeholder events.
- Travels throughout the Indianapolis area, representing CLD and building relationships with its donors and prospects.
- Works collaboratively with the Manager of Program Evaluation to identify key research questions being asked by external partners (donors, funders, etc.) and review reports that communicate the impact of CLD programs.
- Ensures Standard Operating Procedures and duties are assigned in Monday.com to all members of the Development team.
- Complies with mandatory attendance at the following annual CLD events: Minority Achievers Awards and Scholarship Gala, the College Prep Conference and Indiana Black Expo.
- May perform specialized activities in direct support of the accomplishment of the position objectives and the CLD mission.
- Adheres to professional personal presentation following CLD dress code policy

#### **WORK EXPERIENCE AND SKILLS REQUIREMENTS**

- Minimum of five years' experience in Fund Development.
- Demonstrated successful management experience, including the ability to motivate, lead, set objectives and manage performance.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Strong organizational and communication skills with excellent grammar.
- Record of asking for and closing development solicitations.
- Ability to work collaboratively and courteously with colleagues from diverse backgrounds throughout CLD and the public.
- Working knowledge of database input and management.
- Functional skills with Windows 10, Microsoft Office and Monday.com 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 value of working with corporate management, employees, and the larger community.
- Flexible. Must be willing to learn quickly and respond to changing environment.
- 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**

Master's Degree preferred- Philanthropy, Communications, Business Administration, Non-profit/Public Organization Management, Nonprofit Management or a related field.  
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 of 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.

**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.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_