POSITION DESCRIPTION

Job Title: Director of Development  
Department: Development  
Supervisor: Executive Director  
FLSA Status: Exempt

Position Summary:  
The Director of Development leads and directs all aspects of ANS’s fundraising activities to maximize philanthropic support for ANS.

Specific Duties

- Lead the creation and implementation of the long term strategic and comprehensive annual operational plans for development  
- Cultivate, steward and solicit mid-level donors  
- Assist Executive Director with plans for cultivation, stewardship and solicitation of top-level donors  
- Directly supervise grant writers; develop performance standards and monitor individual and team performance  
- Partner with staff and volunteer leadership to effectively identify, qualify, cultivate, solicit and steward major gift prospects and donors  
- Supervise the effective implementation of a comprehensive member/donor acquisition program; participate in strategy development, draft content for solicitations, and assist in analysis of results  
- Oversee the transition to a new, more expansive membership model that grows revenue and membership rolls  
- Oversee implementation of Annual Fund, including direct mail solicitations and the development and execution of an engagement strategy that maximizes the value of special events, sponsored events and hosted trips; build and deepen relationships with high-potential prospects and donors  
- Oversee grant proposal development, submission and post-award management process, ensuring quality content, timely submissions, reporting compliance and relationships with funding partners  
- Oversee and implement a planned giving program including cultivation and solicitation of planned gifts and supervision of bequest receipts  
- Collaborate on the implementation of a coordinated communications plan for all philanthropic supporters to include an annual report, newsletters, memos and electronic communications and special events as appropriate  
- Implement a comprehensive gift acknowledgement/stewardship program; engage staff and volunteer leadership as appropriate and ensures timely and accurate gift receipts that comply with IRS guidelines
• Oversee the implementation of the development database to ensure best practices for capturing information on donor support, participation and engagement; collaborate with efforts to enhance the quality and quantity of information available across the organization and ensure data accessibility
• Supervise regular updates and reporting to rating organizations such as Charity Navigator, Guidestar and Catalog of Philanthropy and takes steps to maintain top ratings
• Supervise workplace giving and Combined Federal Campaign events; participate in EarthShare MidAtlantic
• Maintain Charitable Registrations with MD, VA, DC, and other states as needed
• Serve as staff liaison to Board Development Committee (including Events and Major Donor Host committees); engage Board in donor solicitation, cultivation, and stewardship efforts; manage tracking for Board engagement and giving
• Track monthly fundraising progress toward goal achievement, and ensure the preparation and submission of timely and informative reports
• Develop and administer an annual budget in support of all fundraising initiatives
• Follow development policies and procedures and gift acceptance guidelines

**Director’s Responsibilities**

**Strategic Plan**

• Lead implementation of strategic plan goals for departmental activities
• Oversee, implement, update and monitor departmental strategic goals
• Clearly communicate strategic plan connections with departmental staff work
• Participate in iterative process of updating strategic plan
• Use strategic plan goals as the guide for setting departmental budget and staff

**Staff**

• Ensure all staff reports have up-to-date, accurate job descriptions
• Manage all hiring, retention decisions and compensation for direct reports
• Review, approve and submit all timesheets in a timely fashion
• Provide ongoing support, monitoring, review and, if needed, remediation for staff activities
• Gather outside feedback on staff performance
• Provide performance reviews and set performance objectives for direct reports annually and provide periodic performance feedback to direct reports throughout the year
• Identify and foster staff development opportunities for direct reports

**Budget**

• Create and/or approve all departmental budgets that fall under Director’s management
• Monitor budgets and take corrective action as needed
• Submit, approve and monitor budget expenditures in a timely fashion
• Identify opportunities for departmental growth in revenue and outreach
• Identify opportunities for departmental efficiencies and cost savings

**Fundraising**

• Actively influence and participate in all fundraising activities related to department
• Cultivate, develop and nurture relationships with grant funders and donors
• Actively contribute content and information to the Bloomerang database
Members/Volunteers

- Champion ANS membership in the wider community
- Model top-level service for and foster positive relationships with ANS members, volunteers and program participants
- Provide member prospect information for the Bloomerang database
- Integrate and manage volunteer service into staff work plans and implementation of strategic goals
- Actively incorporate the work of ANS volunteers into staff performance and departmental goals

Communications

- Provide expert content to Communications department
- Incorporate input of Communications Director into all outward-facing departmental communications
- Serve as an effective spokesperson for all ANS Programs
- Regularly update stakeholders on departmental activities (staff, Board, funders, members, volunteers, program participants) and share noteworthy information
- Plan and maintain a departmental calendar for communications needs/opportunities
- Regularly monitor and update departmental information on all ANS communications channels to ensure content accuracy

Partnerships

- Make strategic decisions about and manage organizational partnerships
- Set clear goals for organizational impact of partnerships
- Participate in integrated management of cross-departmental partnerships

Meetings

- Attend a minimum of 8 All-Staff meetings annually
- Attend a minimum of 8 Strategic Plan meetings annually
- Provide Directors’ Report at All Staff Meetings
- Schedule and manage Departmental Meetings as needed
- Participate in Board/Committee Meetings as directed by Executive Director

Qualifications/Requirements

- Five to seven years of experience in development with a proven track record of success in the management of fundraising programs including moves management
- Demonstrated understanding of fundraising planning, budgeting, and program implementation
- Ability to translate organizational needs into fundraising strategy
- Ability to explain fundraising concepts to members of the Board and colleagues and collaborate effectively with colleagues who may not have a fundraising background
- Excellent analytical, communication (verbal/written) and interpersonal skills
- Experience in soliciting, cultivating, and stewarding major donors; proven success in soliciting five-figure+ gifts
- Supervisory experience of staff at different career levels
- Experience working closely with non-profit boards
- Experience supervising three or more staff reports
• Experience with direct mail and on-line efforts for member recruitment and retention, and donor appeals
• Bachelor’s/Master’s degree, or an equivalent combination of education and experience
• Proficiency with fundraising databases and prospect modules; excellent Microsoft Office skills; Bloomerang experience preferred
• Friendly, self-motivated attitude; creative and strategic thinking
• Excellent organizational skills, attention to detail and deadlines
• Ability to communicate effectively in person and over the telephone
• Ability to maintain attention to detail despite interruptions

Physical Requirements

• Ability to climb stairs to access offices
• Ability to work on a computer and to complete general office tasks
• Strength to lift and carry files weighing up to 10 pounds
• Vision to read printed materials and a computer screen

Telework

• This position is eligible for partial telework

To apply, email cover letter and resume by September 15 to development@anshome.org. Anticipated hire date is October 15 with a salary range of $78,000 - $90,000 based on experience.