

## **JOB DESCRIPTION: DIRECTOR OF FUND DEVELOPMENT**

The Director of Fund Development in collaboration with the Board of Directors Fund Development Committee and Executive Director of RCC will be responsible for developing and implementing the development strategy for the Resource and Crisis Center of Galveston County, Inc. (RCC) Reporting to the Executive Director, the Director of Fund Development will be responsible for working towards achieving the sites fundraising goals and engaging sponsors in ongoing service activities. This includes leveraging key relationships and contacts within and outside of the RCC's Network to ensure meeting site revenue goals.

Specific areas of responsibility include:

### Fundraising

- Designs, implements and manages all agency fundraising activities including annual giving, endowment and capital campaigns, special projects, and other agency related solicitations.
- Manages all strategies and activities for donor cultivation, solicitation, and relations.
- Maintains contact with and develops grant proposals for foundations, corporations and government funding sources.
- Develops a comprehensive planned-giving program as the need becomes appropriate.

### Board of Directors

- Works with the Fund Development Committee of the Board of Directors and the Executive Director to develop strategies to initiate and meet aggressive fundraising goals.
- Develops fundraising training for Trustees and other leadership volunteers.
- Assumes responsibility for all Development reports to the Executive Director to report to the Board of Directors and other agencies, and Board meetings as requested.
- Assists the Board with recommending and researching potential new major donor's members.

### Fund Development Office Infrastructure

- Creates office systems to support all Development projects and operations.
- Supervises donor and gift record-keeping.
- Coordinates development research activities.
- Oversees the management of databases and all records, files, and gift processing.
- Manages acknowledgement of all gifts to donors.

### Donor Relations

- Manages and maintains the donor database.
- Ensures all donors are kept up to date with RCC activities and events.
- Organize a yearly donor appreciation event.

### Public Relations, Marketing, and Advertising

- Works the Marketing Committee of the Board of Directors to develop public relations plan and an advertising plan that promote RCC's fundraising goals.

- Work closely with RCC Directors in the designs and production of all major publications, including the agency newsletter, the Annual Report, the agency website, to promote the agency's fund raising goals and activities.
- Develops and implements strategies with the Volunteer Coordinator to promote RCC's mission to the community at large.

Qualifications:

- A minimum of 5 years professional fundraising experience.
- Bachelors Degree in Fund Raising related area.
- Proven experience in designing and managing development and alumni relations programs.
- Experience with developing and maintaining productive working relationships with board members and donors.
- Excellent verbal and written communication skills.
- Ability to work as a leader and as part of a team.
- Familiarity with Domestic Violence, Sexual Assault and Child Abuse issues and needs.