**Position/Title**: **Director of Development**

**Classification: Full Time - Exempt**

**Compensation**: As approved by the Executive Director and Board of Directors. For benefits information, please refer to the Springfield Rescue Mission (SRM) Employee Manual.

**Accountability:** Reports to the Chief of Staff and collaborates closely with the Executive Director, providing them with regular updates.

**Purpose**: The Director of Development is a key leadership role responsible for strategic planning, implementing, and managing all fundraising activities for the Springfield Rescue Mission. This position is crucial for securing the financial resources necessary to support the Mission's programs and services and advance its mission of Inspiring Hope and Promoting Healing. The Director of Development will cultivate relationships with current and prospective donors, oversee grant writing and management, manage fundraising campaigns, and provide strategic direction for the development team

**Responsibilities:** The following constitute the major responsibilities of theDirector of Development:

1. **Fundraising Program Development and Strategy**
	1. **Fundraising Strategy:** Develop and implement a comprehensive fundraising plan that includes strategies for individual giving, major gifts, corporate partnerships, foundation grants, planned giving, and special events.
	2. **Annual Giving Campaign:** Plan and execute the annual giving campaign, including direct mail appeals, online fundraising, and other strategies to engage a broad base of donors.
	3. **Capital Campaign:** Collaborate with the capital campaign team to implement strategies for donor engagement, fundraising, and campaign promotion.
	4. **Major Gifts Program:** Develop and implement a major gifts program to cultivate and solicit significant contributions from individuals and organizations.
	5. **Planned Giving Program:** Develop and implement a planned giving program to encourage bequests, trusts, and other forms of planned gifts.
2. **Donor Relations and Cultivation**
	1. **Donor Cultivation and Stewardship:** Identify, cultivate, and steward relationships with existing and potential donors, including individuals, corporations, foundations, and other organizations. Develop and execute cultivation goals and plans, maintaining consistent communication and proactively addressing challenges with Executive Staff.
	2. **Corporate and Foundation Relations:** Build and maintain relationships with corporate and foundation partners to secure funding for the Mission's programs and initiatives.
3. **Grant Management**
	1. **Grant Writing and Management:** Oversee all aspects of grant management, including research, writing, submission, reporting, and compliance. Manage the Grant Calendar, ensuring weekly updates and distribution to Development Staff, and delegate associated tasks to the team.
4. **Events**
	1. **Special Events:** Oversee the planning and execution of fundraising events, such as galas, dinners, and other special occasions.
5. **Marketing and Communications**
	1. **Social Media & website:** Responsible for the oversight and strategic direction of social media and website content, including press releases, and providing recommendations for additions and changes.
	2. **Public Relations:** Collaborate with the communications team to promote the Mission's work and raise awareness of its programs and services.
6. **Management and Administration**
	1. **Team Leadership:** Supervise and mentor the development team, fostering a collaborative and productive work environment.
	2. **Database Management:** Oversee the management of the donor database, ensuring accurate record-keeping and timely reporting.
	3. **Budget Management:** Develop and manage the development department budget, ensuring cost-effectiveness and maximizing return on investment.
	4. **Reporting:** Prepare regular reports on fundraising progress, including key metrics and analysis.

**Qualifications:**

1. Bachelor's degree in a related field (e.g., Nonprofit Management, Business Administration, Communications). Master's degree preferred.
2. Minimum of three years of experience in fundraising and development, preferably in the nonprofit sector.
3. Proven track record of success in securing funding from diverse sources.
4. Strong knowledge of fundraising principles and best practices.
5. Excellent written and verbal communication skills.
6. Ability to build and maintain strong relationships with donors and other stakeholders.
7. Experience with grant writing and management.
8. Strong Microsoft Office skills, including extensive experience with Word, Excel, PowerPoint, Publisher, and Outlook.
9. Proficiency in database management and fundraising software (e.g., Raiser's Edge, Salesforce).
10. Strong leadership and management skills.
11. Passion for the mission of the Springfield Rescue Mission and a commitment to serving the homeless and vulnerable populations.

This job description covers the most significant duties but does not exclude other assignments not mentioned such as training assignments, related duties, or temporary assignments.

Reasonable accommodation(s) provided for an employee with disabilities will be determined on an individual basis, influenced by the specific needs of the individual employee and the resources of the Springfield Rescue Mission.

It is our sincere hope that your association with the Springfield Rescue Mission will be of long duration and that it will be rewarding and beneficial to you, the Springfield Rescue Mission, and those we serve. However, the Springfield Rescue Mission has the right to terminate an employee at any time without cause and the employee has the right to leave at any time as per our “At Will Employment Policy”.

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Signature Date