



DIRECTOR OF DEVELOPMENT Job Description

POSITION SUMMARY:

The Director of Development is a Senior Management Position primarily responsible for the success of Day Spring's comprehensive fund-development programs.

This position provides leadership, structure, strategic direction, management and overall hands-on coordination of the advancement efforts for Day Spring that include, but are not necessarily limited to annual giving, major gifts, planned gifts, special events, grants, marketing and communications; as well as any special fund-raising projects or capital campaigns.

The Director of Development creates and maintains consistent compelling opportunities for donors and qualified donor prospects to financially support the mission of Day Spring, providing stewardship of all giving to ensure a satisfying and rewarding experience for all donors.

The Director of Development will be active and enthusiastic, always seeking ways to strengthen Day Spring's recognition and purpose in the community by sharing its mission and services offered through various channels of communications. This position provides leadership and enthusiasm in supporting and enhancing positive work culture.

This position is a member of the Executive Leadership Team and reports to and is supervised by the Chief Executive Officer.

RESPONSIBILITIES:

Responsible for donor and donor prospect identification, cultivation, solicitation and closure of gifts and grants from individuals, corporations and foundations needed to fulfill annual operating budget revenue requirements.

Researches public and private grant agencies, foundations and corporate funders to identify potential sources of funding. Coordinates and/or prepares, submits, and serves as liaison with program officers for grant requests per annual grants calendar assignments. Ensures any applicable grant reporting is completed accurately and submitted in a timely manner. Excellent writing skills are required.

Leads all event coordination that includes (but not limited to) all aspects of planning, including face-to-face solicitation calls and other mediums such as direct mail solicitations including e-giving, text to give programs, etc.

Oversees the preparation of all public relations materials, including newsletters, brochures, branding and the web site.

Conducts tours of the organization and represents the agency at speaking engagements.



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Builds organization metrics for reporting outcomes and statistics to donors and the community. Manages all media relations while maintaining confidentiality of the people supported at Day Spring.

Prepares annual department budget and manages departmental expenses within the budgetary limits.

Ensures that adequate financial records and cost reports concerning the department are submitted as required and directed.

Oversees the quality content on fundraising event pages, social media platforms, and Day Spring website.

Oversees volunteers related to development including recruiting, supporting, and stewarding volunteers.

Will serve as staff liaison with Day Spring Board of Directors, including the Development Committee ensuring coordination and communication between other board committees and reporting timely on goals and processes.

Plans, implements, manages, measures, and evaluates specific fund-raising campaigns including any special annual or capital campaigns.

Attends professional development webinars and community networking opportunities. Plans and delivers on-site and off-site presentations on behalf of Day Spring at agency fairs/events, tours, fundraisers, media events, etc.

After hours and weekend hours are required on occasion to meet job responsibilities.

QUALIFICATIONS:

3-5 years of proven experience in implementing and growing a comprehensive fund-development program – including annual giving, major gifts, planned gifts, special events, grants, marketing & communications – is preferred.

College degree with progress toward applicable graduate degree preferred. Proven results in work experience may be substituted.

Demonstrated ability and desire to identify, cultivate, solicit, and close gift and grant commitments from individual donors, corporations, foundations and other funding sources.

Must be comfortable with public speaking opportunities and project a positive and engaging image for Day Spring at all times.



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Strong record of measurable results in organizing and successfully implementing diverse fund-raising and communications activities.

Supervisory experience and team-building skills needed to work in a collegial environment and provide staff oversight. Time management, prioritization, and organization are essential for success.

PHYSICAL DEMANDS OF THE DIRECTOR OF DEVELOPMENT:

Requires some lifting to 30 pounds for fundraising events and standing/walking while attending offsite community appearances.

Job frequently requires sitting, handling objects with hands, talking, hearing, and viewing information in print and/or electronically.

Able to drive to various locations in Louisville.

WORK ENVIRONMENT FOR THE DIRECTOR OF DEVELOPMENT JOB:

Work is normally performed in a quiet to moderate noise office environment. However, frequent offsite activities in a variety of venues will be necessary to fulfill job duties and meet outreach requirements.

It typically may require longer workdays and varied schedules. They may have to work nights, weekends or even over the holidays.

COMPENSATION:

\$60,000-\$70,000

How to Apply:

Please submit a resume and cover letter to the Chief Executive Officer, Lauren Hays, via email at lauren.hays@dayspringky.org