JOB TITLE: **Development Director**

The Development Director is responsible for planning, implementing and managing comprehensive annual fundraising and development programs to support the operations of Haywood Pathways Center (HPC). Responsibilities include designing, implementing and managing donor development and annual giving programs, events, direct mail programs and participation in social media management. The Development Director is a Full-Time Exempt position that reports directly to the Executive Director and works closely with all staff to develop and implement fundraising strategies. The position requires a highly effective, self-motivated individual with in-depth knowledge of donor-driven philanthropy and diversified funding strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Build an effective development process utilizing the staff, management, and volunteers to meet the annual objectives of the organization;
- In collaboration with the ED, develop, implement and manage all aspects of the development plan based on the FY goals, including projection and strategies for achieving the goal of each funding stream;
- Promote and support Board involvement in development activities and engage the Board in strategic prospect identification and solicitation;
- Manage direct mail;
- Write fundraising and campaign marketing/messaging copy in collaboration with the ED;
- Provide relevant social media and website content to support development activities in collaboration with the ED;
- Develop and maintain the donor database to include providing designated reports and analysis to the ED and the Board;
- Develop, implement, and manage the donor relations process;
- Successfully meet and/or exceed annual fundraising goals, develop and generate activity reports outlining progress towards annual fundraising goals;
- Participate in HPC activities/events, and perform other duties as required;

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Hold a Bachelor's Degree in Marketing, Communications or a relevant field;
- Minimum of 2 years development experience, including annual giving, individual and corporate giving, special events and direct mail;
- Commitment to the mission and programs of HPC;
- An understanding of the unique needs and resources of those served by HPC;
- Proven track record in securing individual, corporate, faith community, and foundation gifts;

- Have the interpersonal skills required to communicate effectively in all forms; and are organized, quick on your feet, possess mature judgement and a superior relationship builder;
- Successfully work in a team environment;
- "Hands-on" individual with the ability to complete projects with minimal supervision;
- Superior attention to detail and the ability to handle multiple projects;
- Ability to use donor database, tracking, and reporting systems;
- Have excellent skills using MS Office, G-Suite, and CRM software, or the equivalents;

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, or listen as well as stand; and walk. The employee must occasionally lift and/or move up to 50 pounds. The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

We will accept your application through July 19, 2020. If you feel we may be a good fit, please visit www.haywoodpathwayscenter.org/job-opportunities/ and fill out the online application. Please email (mandy@haywoodpathways.org) rather than call if you have specific questions.