**DIRECTOR OF DEVELOPMENT**

**JOB DESCRIPTION**

**Job Title:** Part-time Director of Development

**Reports To**: CharacterPlus (CP) Chief Executive Officer (CEO)

**Position Objectives:**

The part-time (24-30 hrs per week) Director of Development (DD) will be responsible for strategizing and managing all of CP’s fundraising including, but not limited to, bi-annual appeals, individual giving, planned giving, direct mail, and coordinating events; managing donor and prospect research; overseeing donor record-keeping; and, in partnership with the CEO, stewarding and cultivating donors. Additionally, the DD will work closely with the CEO and Board Development Committee to foster a culture of philanthropy organization-wide and ensure CP has funds to accomplish mission goals.

**About CharacterPlus:**

Founded in 1988, CP has over 30 years of experience with building strong communities of character by investing in the character development of young people in thousands of classrooms. CPs’ 30-year history involves partnering with schools committed to enriching the whole child. Through a variety of evidenced-based methods, CP helps educators and administrators develop a character-based framework to create a positive school environment where all students feel safe, and free to learn. CP is the longest running, most recognized evidenced-based character education process in the world.

**Essential Functions:**

**Individual Giving and Annual Fund Management**

* Develop and implement strategies and programs funding alignment and opportunities for individual revenue growth, donor cultivation, and gift stewardship
* Work collaboratively with the CEO to develop a planned giving/legacy program
* Work collaboratively with the CEO to create and deploy donor communications
* Leverage the CP CEO in appropriate fundraising efforts
* Continually communicates, as appropriate, with current and prospective donors and supporters
* Maintain and build on current CP donor relationships and extend the CP donor pool

**Major Gift Pipeline**

* Grow the major gifts (Esteemed Donors) program including identification, cultivation and solicitation of major donors, $1,000 and above
* Oversight, data entry, tracking and keeping current of all donations and donor information
* Manage, maintain and revise as needed, CP’s Bloomerang Donation Database
* Utilize donor database, and other tools to identify new and high-level annual and major gift prospects among new and existing donors
* Collaboratively with the CEO, build a pipeline of prospects with a capacity for gifts of $1000 and above and create a cultivation process to increase donor and prospect management

**Process Development**

* Prepare Development reports and forecasts for the CEO’s input and board reporting
* Annually or as required, create and provide CP Esteemed Donor update reports
* Work with the CEO and Finance Committee to create an annual report
* Maintain and revise as needed, the gift recognition program (book donation program)
* Manage the gift/donation entry and acknowledgment process
* Coordinate fundraising events and direct BOD fundraising activities
* Oversee the bi-annual appeal program and any campaigns, including their mailings (USPS, electronic or otherwise)
* Annually, collaborate with the CEO to create and manage donation revenue and expense budgets and strategies

**Grants and Proposals Support (Assists the CP Grant Writer)**

* Execute and manage grants research, letters of Inquiry or request for proposals
* Ensure timely completion and submission of grants and proposals
* Provide grant development, grant writing, and reporting requirements as appropriate
* Maintain tracking of and revise information of past, current and pipeline grants and opportunities

**Communications**

* Work with social media donor marketing partners and CP team to execute donation ROI including online and digital fundraising and solicitation
* Work with the marketing committee and oversee the development of materials to support fundraising activities
* Coordinate website updates
* Maintain development/marketing/fundraising calendars with the CP Executive Assistant

**Additional Competencies, Knowledge, Skills and Abilities:**

* Demonstrate good character and fully embrace the mission of CP
* Strong commitment to diversity and inclusion initiatives
* Possess strong interpersonal skills between the BOD, staff, donors and the general public always maintaining respect, understanding and interacting with diplomacy and tact
* Ability to motivate staff, board members and other volunteers to CP fundraising efforts
* Proficiency in communicating effectively, including an ability to write and speak clearly
* Self-motivated, highly organized and able to work independently
* Ability to manage multiple tasks and/or projects simultaneously, and ability to maintain composure under pressure; adapt and respond to various situations
* Possess good listening skills
* Follows through on tasks and goals
* Ability to maintain a high level of confidentiality

**Qualifications:**

* Bachelor’s degree
* CFRE preferred
* 3-5 years related work experience in professional development; non-profit preferred
* Strong computer skills, including MS Office (Word, Excel and Outlook)
* Non-profit database management experience, Bloomerang preferred
* Knowledge and experience in fundraising campaigns, major gifts and general population fundraising
* Experience with the use of social media

**Physical Demands:**

* Exerts up to 20 pounds of force occasionally and/or exerts up to 10 pounds of force frequently, and/or exerts a negligible amount of force constantly

**Environmental Working Conditions:**

This position operates in a professional office

**Equipment Used:**

Standard office equipment, including but not limited to computer/laptop and associated software, copy machine, mail machine, printers, scanners, facsimile machines, adding machines/calculator, etc.

**Travel Requirements:**

* Travel within the St. Louis metropolitan area and state frequently; ability to travel outside of the state periodically. Must have access to reliable transportation

**Expected Hours of Work:**

* Normal operating hours are 8:00 am – 4:30 pm Monday through Friday. Some evening or weekend work when necessary, unless it is determined by administration or the BODs that hours should be different
* The part-time position of Director of Development is expected to work a total of 24-30 hours per week (these hours may decrease as CP’s needs dictate and as determined by the CP CEO) during normal business hours, as stated above, with flexibility to set a regular schedule of days and time worked, approved by the CEO. Flexible time off when requested

**Term of Employment**

Part-time: 24 – 30 hours per week

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described above may be subject to possible modification in accordance with applicable state and federal laws. Reasonable changes or accommodations may be appropriate under certain circumstances.**