

OurFundraisingSearch

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Job Title: Director of Development

Reports To: Chief Operating Officer

Summary:

The Director of Development for InCommunity implements, monitors and manages the strategic direction of all revenue-generating activities consistent with InCommunity's strategic plan and department revenue objectives. This role is responsible for the overall management of major gifts programs, building relationships and personally securing gifts from donors in support of InCommunity's mission and vision. This position will supervise the Development Coordinator.

Duties & Responsibilities:

- Develops and proposes strategies for cultivation and solicitation of major gifts including determining ongoing relationships with prospects/donors; recommending specific levels of giving and participation; identifying those to be involved in cultivation and subsequent solicitations; and ensures that solicitations are carried out.
- Creates and implements an ambitious, growth-oriented annual fundraising plan to expand both restricted and unrestricted revenues through donor outreach and solicitation of gifts and in-kind donations; maintaining InCommunity's annual/end of the year campaign including board giving; and signature events such as the annual Gala and the Golden Goals Awards.
- Directs the use of Development funds in the most cost-effective and resourceful ways by forecasting, creating budgets, monitoring expenses, and evaluating financial resources. Maintains expenses in line with budget projections and assures revenue estimates are on track with budget.
- Works closely with other development team members to ensure effective coordination for events and to reinforce the prospect relationship continuum.
- Maintains database of donors.
- Directly supervises members of the Development Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance(s); rewarding and holding employees accountable; addressing complaints and resolving problems.
- Participates in the Senior Leadership team and Board of Directors meetings of InCommunity.

Qualifications & Skills:

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- Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Expertise in donor database systems, preferably E-Tapestry, and Microsoft Suite.
- Physical requirements: While performing the duties of this job, the employee is regularly required to talk or hear, frequently required to sit, occasionally required to stand, walk, use hands, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Reasonable accommodations may be made.

About InCommunity:

InCommunity, a 501 (c)(3) non-profit agency headquartered in Atlanta, was created to provide community-based services and support to people with developmental disabilities and their families. For more than 40 years, InCommunity has been embracing the abilities in all of us, building an outstanding reputation in Georgia for innovative programs and willingness to take on challenging support situations for people in their communities. Currently, InCommunity's employees provide all levels of support in the community to people with a variety of needs; including residential support, employment services, respite care, family support, in-home care, and day programs. To date, InCommunity has provided support and service to more than 10,000 Georgian community members. For more information, visit www.incommunityga.org

To Apply:

To submit an application for this position, submit your resume and cover letter to <https://ourfundraisingsearch.welcomekit.co/>

No phone calls or visits, please. If you have application questions, please email them to ourfundraisingsearch@gmail.com.