

TALBOT HUMANE JOB DESCRIPTION

POSITION: Development Director
REPORTS TO: Executive Director

JOB OBJECTIVE: The Development Director will help Talbot Humane raise funding through donor engagement and capture management. Thoroughly assessing project proposals, market organization through advertisements and promotions, and positioning a brand as a donor's favorite. Respond to donor queries or concerns. The Development Director will also build a cohesive team, mentoring them in order to reach the organization's goals. Give major stakeholders updates from time to time and provide updates on spending and project progress. This is a full-time, exempt position.

JOB REQUIREMENTS:

- Must have a minimum of five years' related experience.
- Proven verbal and written communication skills, including large and small group presentations, group facilitation and training. Skilled in written communication to include clear and concise narrative reports, evaluations and similar narrative pieces
- Proven fundraising ability.
- Strong understanding of the funding process, grants, and loan application
- Knowledge of community organization, sales, fundraising, marketing principles, practices, techniques and trends
- Ability to attract and sell the brand value to prospects
- Proactive collaborating and networking skills to work across diverse stakeholder groups
- Proficiency in Microsoft Office Suite
- Tactfulness to professionally handle ambiguous and complex situations.
- Ability to track donor trends to increase the chance of securing project funding.

EDUCATION REQUIREMENTS:

- Four-year college degree in related field

PHYSICAL REQUIREMENTS:

- Must have the physical capabilities to be actively involved in hands on fundraising including traveling to meetings and events

MAJOR JOB FUNCTIONS:

- Develop and organize all aspects of the company's fundraising programs
- Develop profiles on the top businesses within the area
- Research and identify potential donors and sponsors and implement strategies to foster positive relationships
- Establish and maintain friendly business communications with individual and business donors or sponsors
- Research donation programs and opportunities available through local, state, and federal programs

- Create reports post-event to analyze data and determine the marketing effectiveness for the fundraising program
- Create print marketing materials related to fundraising by working closely with the advertising department
- Meet with senior management to gauge business needs and brainstorm ideas for fundraising programs for the coming year

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the employee.

I have read and do understand the duties outlined in my job description.

Signature

Date