



Development Director Position Description

Development Director (Full-Time Exempt)

The Development Director is responsible for the implementation, management, supervision and evaluation of all fundraising efforts including special events, donor development and grant writing in accordance with the standards set out by the organization. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. The position will be based in the organization's administrative office in the Buckhead area of Atlanta and reports directly to the executive director.

Duties and Responsibilities

Program Delivery

- Lead the development and execution of an annual fundraising/resource development plan that enables the organization to generate the finances needed to execute its annual operating plan including reports monthly, quarterly and annually
- Develop and implement a comprehensive communication plan to promote and increase public awareness of the organization
- Engage in strategic planning, annual planning and budgeting initiatives
- Implementation, management, supervision and evaluation of all fundraising activities upholding LaAmistad standards including, but not limited to:
 - Recruitment and cultivation of volunteers, sponsors and event participants
 - Pre-event communications and promotion
 - Event management
 - Timeline management and progress reporting
- Responsible for the implementation, management, supervision and evaluation of donors upholding LaAmistad standards including, but not limited to:
 - Analyze trends in donors, identifying ways to develop minor and major donors
 - Develop, implement and evaluate strategies to transition volunteers to donors
 - Develop, implement and evaluate strategies to expand the number of donors giving to the organization
 - Nurture relationships with donors in a strategic manner
 - Develop detailed donor management plan and track using Salesforce and reports to ED
- Responsible for updating Salesforce with all contacts, notes and donations
- Build relationships with community stakeholders corporate, community and foundation prospects for the organization's fundraising priorities
- Implement, manage, supervise and evaluate all grant writing activities including supervision of grants calendar and grant writer

Budget and Finance

- Expand local revenue generating and fundraising activities
- Manage budget and create forecasts

Communications

- Promote LaAmistad, its programs and goals, to community groups and organizations
- Represent point of view of LaAmistad to agencies, organizations and the general public
- Deepen and refine all aspects of communications, from web presence to external relations, with the goal of creating a strong brand

Qualifications

- Bachelor's degree (master's degree preferred)
- Strong communication skills, including public speaking and writing
- Experience working with volunteers, non-profits, and community-based organizations
- Strong ability to exercise discretion and independent judgment with regard to management tasks
- Ability to develop and implement strategies with minimal supervision
- Ability to work independently and as part of a team
- Grant-writing experience
- Donor management experience
- Event experience
- Ability to use computers, including proficiency working with Microsoft Office products and Salesforce
- Excellent organizational skills and the ability to handle multiple demands
- Experience working with people of diverse backgrounds, including children, and people of diverse cultures
- Familiarity with the metro Atlanta philanthropic community and local funders desired
- Ability to work flexible hours
- Access to a vehicle
- Bilingual is preferred

Benefits

- Health/Dental/Vision Insurance
- Basic Life Insurance
- Short/Long Term Disability Insurance
- Voluntary Life(Optional)
- Flexible spending accounts
- Paid Leave (sick, vacation and 10 holidays)

For consideration, please e-mail cover letter, resume and three references to Cat McAfee, Executive Director at cmcafee@laamistadinc.org. No phone calls please. Subject Line should state Development Director.