

# Director Of Development position

## **JOB DESCRIPTION**

The Director of Development coordinates all fundraising activities including strategy, implementation, results measurement, and evaluation. Provides leadership and oversight of development staff and all resource development strategies and activities. Includes creating, planning and managing successful initiatives in areas including annual giving, capital/comprehensive campaigns, major gifts, planned giving, grants, special events, communications, and stewardship. Works with boards, professional staff and program staff to lead and direct fundraising to secure support for all initiatives aligned with Oak Grove's mission. This position reports directly to the President and also interfaces closely with Oak Grove's Board of Regents, Foundation Board and any fundraising volunteers working on behalf of Oak Grove.

## **RESPONSIBILITIES**

1. Provide leadership and direction to the President, boards and development team in the effective execution of all development activities in line with Oak Grove's mission, vision and shared values.
2. Develop, implement, and oversee comprehensive organizational fundraising plan to meet annual and long-term revenue goals in support of Oak Grove's strategic initiatives.
3. Provide leadership for major donor cultivation strategies which includes planned giving.
4. In collaboration with the President, Boards, and development team, identify, cultivate, and steward Oak Grove's donor base; ensure timeliness of proposal deadlines, reporting, and deliverables.
5. Develop and supervise strategies for growing and sustaining a donor base and implementing high-quality donor communication, stewardship practices, and donor/wealth analyses.
6. Develop and maintain programs of donor acknowledgement, appreciation, and recognition.
7. Work with, train, and coach select staff, volunteers, committees and board members to assist in fundraising activities.
8. Report on revenue activity to President and Boards.
9. Oversee all donor record keeping, including timely processing of gifts and acknowledgements.
10. Manage all individual fundraising programs including direct mail, online giving, special events, special projects, major gifts program, legacy society, and campaigns.

## **QUALIFICATIONS**

1. Three to five years professional fundraising experience including knowledge of individual donor cultivation strategies, constituent relationship management systems, appeal writing, revenue forecasting and tracking, and donor stewardship.
2. Sophisticated understanding of the fundraising process and steps.
3. Experience developing and implementing special events.
4. Outstanding verbal and interpersonal communication skills and demonstrated ability to write clearly and persuasively.
5. Strong analytical ability, organizational skills, and attention to detail, including aptitude with financial analysis, budgeting, and data management.
6. Goal-oriented and willing to hold self and others accountable.
7. Demonstrated team orientation that combines collegiality, collaboration and creativity to inspire and motivate others.
8. Positive, can-do attitude and enthusiastic commitment to the mission of Oak Grove Lutheran School. The right candidate will work well independently and can build a strong team and maintain excellent communication. The position requires some travel both locally and across the U.S. for fundraising activities.

## **SALARY AND BENEFITS**

Salary is commensurate with experience.