

**United Against Poverty
Development Director Job Description**

Supervisor: Executive Director

Status: Exempt

Pay: \$50,000-55,000 annually

Position Summary:

Under the direction of the Executive Director, the Director of Development's primary responsibility is to raise money the organization by creating, implementing and leading all elements of a development plan for philanthropy and fundraising. This position is directly responsible for fundraising, financial objectives and management.

Knowledge, Skills and Abilities:

1. Knowledge of development/fundraising concepts and appropriate solicitation techniques
2. Ability to interact with diplomacy and tact amid influential clients and diverse groups
3. Ability to build, motivate and manage a team to accomplish Development goals
4. Able to clearly communicate both verbally and in writing with funders, board members, senior leadership, etc.
5. Able to successfully plan and conduct events.
6. Ability to solicit major gifts
7. Skilled at creating marketing materials and managing public relations for the organization.
8. Strong relationship and solicitation skills and experience.
9. Strong Internet/online advertising and marketing attributes
10. Excellent "face-to-face" marketing, selling, presentation and media skills
11. Strong organizational and analytical skills
12. Familiar with donor tracking software and fundraising strategies and best practices.

Essential Job Functions:

1. Create and implement a development plan that details how the organization solicits donors and identifies funding sources such as grants, in-kind donations, charitable events and marketing opportunities
2. Engage and solicit gifts from top-tier donors by proactively identifying, recruiting, researching, qualifying and cultivating relationships.
3. Manage relationship with approximately 150 top-tier donors; soliciting annual gifts and marshalling these important donors.
4. Monitor all contacts to ensure positive and purposeful prospect and donor relations.
5. Collaborate and communicate prospective activities with the CEO and Board of Directors.
6. Lead campaigns that help United Against Poverty UP Center secure the needed resources to expand its facilities and programs.
7. Organize, plan, manage and achieve development revenue annual budget goals and tactics using resources allocated to meet Board approved development goals.
8. Provide leadership in developing organization, programs, fundraising and financial plans with the local Board of Directors and staff, and carry out plans and policies authorized by the CEO and Board of Directors.
9. Establish sound working relationships and cooperative arrangements with community groups and organizations in cooperation and in conjunction with other directors where appropriate.
10. Plan, coordinate and ensure implementation of strategies to attract, develop and retain donors and fundraising volunteers to support the organization and meet the Development fundraising goals.
11. Initiate, develop, coordinate, implement and distribute annual reports, marketing, advertising, public relations, media strategies and campaigns, including all internet and social media avenues to promote the organization.

12. Responsible for recruiting, retaining and recognizing volunteer leaders associated with development goals, including the Development Committee and any ad hoc committees related to events or campaigns.
13. Direct the monthly Development Committee meetings and provide marketing, media and donor activity reports.
14. Administer the Development annual operating budget.
15. Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors and assure compliance with the code of ethics, principles and standards of professional conduct.

Experience:

Well-qualified candidates should possess a bachelor's degree in business, marketing or nonprofit leadership with fundraising experience. Other experience includes, but is not limited to, public relations, prospecting, business development and negotiation. Persuasive writing, strong verbal communication and the ability to interact at the executive level are other key qualifications. CFRE preferred.

Statement of Culture

The philosophy of United Against Poverty, Inc. is based on the recognition and value of the unique attributes brought to the organization by each person. UAP is committed to the values of dignity, integrity, compassion, partnership/collaboration, personal responsibility, empowerment and respect. and is guided by the principles of equal opportunity and respect for individuals. The principles of fair treatment, equal access, consideration and recognition for contributions are part of the holistic approach that we aspire to make a priority in our organization. All personnel are accountable and share in the responsibility for adherence to these values and principles.

By keeping with these principles, United Against Poverty will successfully achieve the organizational goals in order to fulfill our Mission:

"To help those in need to transform their lives by providing food, crisis care, opportunities for education and employment, and a hand up to families, individuals and children who are fighting to break the cycle of poverty."

Limitations and Disclaimer:

- The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- 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 will be required to follow any other job related instructions and to perform other job related duties requested by their supervisor in compliance with Federal and State laws.
- Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains at an "at will" basis.

**Submit resumes to fortpierce@unitedagainstopoverty.org or
mail to 2520 Orange Avenue, Fort Pierce, FL 34947**