

The Community House

Position Agreement

“Agreement to fulfill the accountabilities of the job”

Job title: Director of Development

Reports to: Executive Director

Review Date: Annual

Results to be achieved by this position:

Strengthen the overall fundraising position, visibility and financial viability of The Community House, with an emphasis on growing the annual fund while launching and executing the 100th anniversary campaign.

Standards for this position:

1. Reports directly to the Executive Director and as needed to the Fundraising Committee
2. Executes the development program working in partnership with the Board, staff and volunteers focused on an increase in interest, involvement and growth of fund-raising in general and the annual fund of at least 10% annually (15-20% in the first 12 months)
3. Implements a development communication program to raise visibility through educating constituents about our development agenda, fund-raising initiatives, impact of gifts and the importance of philanthropy to The Community House
4. Maintains an ongoing program of prospect identification and recognition through cultivation, stewardship and solicitation to include individuals, foundations, corporations, sponsors and others
5. Create and manage fundraising budgets based on goals and direction approved by the Board, Executive Director and Fundraising Committee
6. Organize and maintain confidential databases and files, including prospect/donor information and giving history
7. Explore long-term endowment, planned giving and bequest opportunities. Establish goals and programs to develop these funds with support and guidance from the Fundraising Committee
8. Drive activity towards the fundraising and capital campaign goals of the organization’s strategic plan

Work requirements for this position:

1. Manages the financial development plan of The Community House
2. Develops cultivation and fundraising strategies through research on prospective donors, sponsors and foundations
3. Works in conjunction with Event and Special Event planners to develop and implement fundraising goals and strategies through fundraising events such as the Golf Tournament, Harvest Dinner, etc.
4. Cultivates new and existing donor relation strategies with support of the Fundraising Committee and Board to solicit business and corporate sponsors
5. Provides support to the Music and Theater Committees fund raising efforts
6. Develops in conjunction with the Fundraising Committee Chair and Executive Director, the annual goals and activity of the Fundraising Committee
7. Promotes the mission and goals of The CH to outside groups to increase visibility, collaboration and cultivate relationships
8. Carry out all other directives and assignments as determined by the Executive Director and Board of Directors

Other/special requirements for this position:

1. Leadership
2. Consistently displays a positive attitude
3. Takes direction
4. Self-starter
5. Excellent people skills
6. Open minded and optimistic
7. Innovative-willing to make suggestions for improvements and efficiencies

Reviewed and agreed to by (employee):

Name:

Date:

Approved by (supervisor):

Name:

Date: