

AMERICAN RED CROSS

of Central Florida

JOB POSTING

Job Title: **DEVELOPMENT DIRECTOR**

Report to Supervisor: Chief Executive Officer

Position Status: Exempt, Regular, Full-Time

SUMMARY: Under the direct supervision of the Chief Executive Officer, responsible for the identification, planning, coordination, implementation, and evaluation of the chapter's communications, annual giving, planned giving, and major gift programs, special events, direct mail, and maintenance of the donor database. Works with Leadership Volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include but not limited to):

1. Creates and monitors departmental strategic plans, operational objectives, and budgets to improve the effectiveness of the financial development department.
2. Identifies, cultivates, and solicits prospects from within the organization and the community at large to develop and maintain an effective giving program.
3. Initiates new fund raising opportunities to continually increase the donor base and visibility of the organization.
4. Researches, writes, submits, and monitors foundation grant applications to local and regional sources for special project funding.
5. Oversees and evaluates special events for the chapter.
6. Develops and maintains policies and systems that will enhance the overall effectiveness of fund raising activities, record keeping, and prospect tracking.
7. Institutes and maintains systems for regular and meaningful recognition of donors and volunteers.
8. Provides staff leadership for the Development department and serves as a resource for appropriate committees.
9. Maintains budgetary responsibility and accountability.
10. Performs other related duties as assigned.

KNOWLEDGE AND SKILLS:

- Creative, results-oriented, and self-motivated.
- Excellent written and verbal communication (including presentation) skills.
- Management skills to manage and develop departmental staff.
- Able to demonstrate flexibility and ability to work within a diverse community.
- Ability to work on own initiative within assigned parameters.
- Ability to work with volunteers.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Communications, Marketing, Human Services or related field.
 - Five years experience in a comprehensive financial development program in progressively responsible capacities.
 - Four or more years experience in management, planning, and directing programs.
 - Experience working with Microsoft Word, Excel, and the Internet.
 - Working knowledge of computer-based donor tracking systems, Raisers Edge experience a plus.
 - Demonstrated progressively successful track record in annual giving and donor acquisition.
 - Demonstrated ability to work under pressure and meet deadlines.
 - Demonstrated ability to maintain accountability and work independently and creatively.
-

APPLY IN PERSON MONDAY – FRIDAY 8 AM TO 4:30 PM
OR FAX RESUME TO 407-839-1613
OR E-MAIL TO HRStaff@centralfl-redcross.org

Disclaimer: This is a general overview of the position. The American Red Cross of Central Florida reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.