

Job Description

Job Title: Development Director

Department: Development

Grade: 51

Reports To: CEO

Classification: Full time, salaried, exempt

Summary: Oversight and management of SPBHS Development including fundraising, donations, on-line and print communication, community relations, and volunteer coordination.

Essential Functions:

1. Planning and evaluating fundraising campaigns and activities.
2. Managing development budget.
3. Maintaining on-line and print presence in the local and broader community
4. Identifying, building relationships with, and stewarding potential donors, foundations, grantors, and other funding partners.
5. Coordinating and recruiting staff and volunteers to implement development plan.
6. Identifying trends in Non-Profit, Homer, Southern Peninsula, and Alaska communities as they impact SPBHS strategic plan and mission.
7. Additional duties as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Competencies:

1. Excellent communication skills, across mediums, including written word, verbal, and social media.
2. Excellent interpersonal skills.
3. Public speaking and presentation.
4. Experience in fundraising, grant writing, and donor development.
5. Creative and flexible working style.
6. Understanding of SPBHS's multiple communities and stakeholders.
7. Organizational skills.
8. Supervision of paid and volunteer work force.
9. Behaving professionally & ethically
10. Developing professionally.

Supervisory Responsibility: This position will be expected to supervise both paid and volunteer workforce on a project by project basis.

Work Environment:

This position operates in a professional office environment and occasionally in the community setting working with customers across multiple settings and environmental conditions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate with other employees, volunteers, clients, and/or community members. The employee is regularly required to stand; walk; sit; use a computer and other

CONTINUATION: Program Manager

office equipment. The employee may lift or move objects weighing up to 15 lbs. This position has mostly an inside work environment and occasional outside work with exposure to weather conditions.

Position Type and Expected Hours of Work:

This is a full-time position. On occasion, duties may require work to be performed after normal business hours, to include evenings, nights, holidays and/or weekends, to support specific project needs.

Travel: Some travel within the community and state as necessary.

Required Education and Experience:

1. Two years grant writing experience.
2. Two years fundraising experience.
3. One year supervising employees/volunteers.

Preferred Education and Experience:

1. Bachelor's Degree.
2. Non-Profit social services work experience.
3. Experience building and maintaining donor data bases and other development software
4. Experience effectively managing social media.

Additional Eligibility Qualifications:

1. Valid Alaska Driver's License with a clean driving record.
2. State Background Check

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name

Signature

Date