

Job Description: Development Director

Classification: Regular FT, Salaried, Exempt

Reports to: Executive Director

Supervises: Finance Coordinator, fundraising volunteers

Worksite: Primarily St. Johnsbury with some time spent at Newport location and extensive travel throughout the Northeast Kingdom.

Basic Function:

The Development Director supports the mission, goals and objectives of Umbrella, Inc. by developing and implementing a long-term fundraising program as part of a comprehensive revenue model. This position requires the ability to build and maintain strong relationships with Board members, volunteers, individual, foundation, corporate and other major donors to the organization. The Development Director is charged with identifying prospects, establishing effective fundraising techniques and marketing the organization, its mission, events, and activities. The position supports the Executive Director and is an integral member of the leadership team.

Duties and Responsibilities:

- 1) **Donor Development:** Working together with the Executive Director, establish and implement a donor development plan for the organization. Plan will address annual giving, corporate sponsorships, major gifts, direct mail, town appropriations, special events, on-line fundraising, and planned giving programs.
 - Create a fundraising strategy and manage activities to achieve fundraising goals.
 - In coordination with Executive Director, identify prospects and build and sustain relationships with current, new and potential grant-making foundations and individual donors.
 - Develop and implement effective appeals to individuals and foundations, broadening Umbrella's pool of donors.
 - Write effective and successful grant proposals and ensure exceptional and timely grant reporting and communications.
 - Support board member involvement in fundraising through regular communication and joint prospecting, and support board members to effectively identify, cultivate and steward donor prospects.
 - Oversee the development and ongoing integrity and functionality of the donor database.
- 2) **Community Relations:** Working closely with the Executive Director and Program Coordinators, create and disseminate compelling publicity about Umbrella using a wide variety of media.
 - Ensure a relevant and dynamic web presence using Umbrella's website and appropriate new media tools.

- Develop communication program with key constituents.
 - Design and produce an annual report and other literature for funders and constituents that illuminate the organization's accomplishments, goals, and financial position.
 - Conduct personal outreach via presentations to community groups, public events, and other in-person opportunities to inform stakeholders about Umbrella.
- 3) **Accounting Support:** the Development Director will assist with basic accounting functions in order to ensure sufficient separation of duties among Umbrella's small administrative staff.
- 4) **General:** Umbrella is a small, relatively "flat" organization with minimal administrative support. Staff members support the overall success of the organization by pitching in where they are needed, with sensitivity to workload and priorities. A high degree of initiative and a positive attitude are essential.

Required Qualifications:

- Commitment to Umbrella's mission and values. A passion for the cultivation of strong communities and to supporting the empowerment, safety and self-determination of women, children and families.
- At least three years of experience in fundraising and development with demonstrated success cultivating and broadening a network of individual, government and foundation donors, and a record of securing substantial gifts/awards.
- Strong writing, public speaking and presentation skills, with evidence of successful relationship management and donor communications.
- Strong knowledge of principles, ethics and practices of successful fundraising.
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines; ability to plan, prioritize, coordinate, and manage own work; ability to work unsupervised and make decisions and solve problems independently, effectively and creatively.
- Fluency with a variety of computer programs, including Microsoft Office, Dreamweaver or Contribute, desktop publishing (Publisher, Adobe Illustrator, Photoshop, or InDesign), donor management software (currently: Lifeline), and a basic knowledge of QuickBooks.
- Knowledge of basic accounting principles.
- Integrity, compassion, sense of humor and fun, attention to detail, and self-awareness.
- Bachelor's Degree or equivalent experience required.
- Significant local/regional travel will be expected – reliable vehicle, insurance and valid driver's license required.