



POSITION DESCRIPTION

DEVELOPMENT DIRECTOR

Reports to: Vice President of Development and Public Relations/
Foundation Executive Director Position Status: Exempt

Supervises: Development Operations Coordinator
Administrative Assistant (jointly with Vice President) Effective Date: 6-16-17

GENERAL SUMMARY

The Development Director works closely with the Vice President/Foundation Executive Director, the Foundation Board, Trustees and senior leadership to fulfill Northwest Kidney Centers' fund raising efforts. The Director's responsibilities include developing fund raising strategies, department oversight, management of special events and corporate relationships, directing grants management, donor stewardship and annual giving programs. In addition, the Director collaborates with Development team members and the President/CEO in major and planned gifts fund raising.

DUTIES AND RESPONSIBILITIES

Department Oversight

1. Partner with the Vice President of Development to create and implement the annual development plan and fund raising revenue goals in alignment with strategic goals; monitor progress.
2. Develop an annual tactical plan that meets fund raising goals and aligns department resources and priorities in order to ensure success.
3. Develop key performance indicators to track progress and develop a reporting structure to regularly update stakeholders.

4. Supervise the Development Operations Coordinator and Development Assistant, including oversight of the donor data base, data reports and budget monitoring.
5. Supervise staff engaged in maintaining Raiser's Edge and gift processing. Interface with Accounting to ensure accurate and timely reconciliation between Accounting and Development records. Maintain security and quality control. Identify data needs and work with Development Operations Coordinator to generate queries, reports, exports and other data as needed. Manage related vendors.

Special events/corporate relationship management

6. Working with contracted event manager(s) and committee(s), oversee two annual fund raising events (Breakfast of Hope, Discovery Gala), including audience development, auction item procurement, creation of print and online marketing materials, and event video production.
7. Manage annual solicitation and stewardship of events sponsors. Identify and solicit new corporate sponsors. Monitor sponsorship proposals; produce sponsorship status reports.
8. Direct corporate donor stewardship activities, including pre- and post-event contacts and oversight of an annual Corporate Giving Society event.
9. Working with the Vice President and Board volunteers, develop corporate outreach materials and forge new corporate partnerships, including third party events and other fund raising activities.

Grants management/grant maker relationship management

10. Set Northwest Kidney Centers' annual grant writing plan. Identify projects with high likelihood of securing grant support. Conduct research to identify prospective grant funders.
11. Coordinate with the Vice President, the gift planning officer and contract grant writers to assign grant writing responsibilities. Prepare and submit applications for corporate, foundation and group support. Ensure grant reports are submitted in a timely manner.

Donor stewardship

12. Monitor and update the donor stewardship plan. With assistance from contract event manager(s), coordinate donor recognition events.

Produce correspondence and other communications that tell donors how their gifts have been used. Schedule in-person visits and tours of Northwest Kidney Centers' facilities. Steward a portfolio of new and mid-level donors.

13. Collaborate with the Vice President, gift planning officer and President and CEO in prospecting meetings to identify, cultivate and steward current and prospective corporate and individual major gift donors and planned gift donors.

Annual giving

14. Develop new annual gift strategies; identify and implement strategies to graduate loyal and mid-level annual donors to major gifts.
15. Direct the annual giving program, e.g., direct mail appeals, employee giving campaign, tributes, online giving. Manage the community leadership campaign. Evaluate annual giving program effectiveness.
15. Perform other duties as required.

EDUCATION AND EXPERIENCE

- Bachelor's degree required, preferably in marketing, communications, public relations, or similar field.
- Certified Fund Raising Executive (CFRE) preferred.
- Five years of related work experience in fund raising for healthcare, education or other nonprofit organization.
- Evidence of strong organizational skills.
- Demonstrated ability to successfully cultivate, solicit and close gifts.
- Ability to work independently and in a professional manner when representing Northwest Kidney Centers to the public.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

1. Knowledge of the principles, practices and ethics of nonprofit fundraising, including management of annual giving programs, grant writing, special events, and prospect research and identification.
2. Demonstrated leadership, planning and organization, presentation and facilitation skills.
3. Ability to communicate effectively, both orally and in writing, with donors, volunteers, employees, patients, physicians, grant makers and other agencies.

4. Ability to work with a collaborative development team.
5. Ability to work with accuracy and attention to detail; consistently meet deadlines; ability to accomplish goals using sound judgment and decision-making skills and creatively problem-solve issues.
6. Demonstrated knowledge of MS Office applications and Raiser's Edge or similar donor data base software.
7. Current driver's license valid in the state of Washington, insurance and vehicle for local travel.

JOB CONDITIONS

1. Must be able to communicate effectively in English on the phone, in writing and in person.
2. Must be able to use a computer keyboard, mouse and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
3. Must be able to keyboard quickly and accurately at a minimum speed of 40 words per minute.
4. Must be able to work independently and demonstrate initiative and problem-solving ability.

CUSTOMER SERVICE STANDARDS:

All staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customers' needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation; be nonjudgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL



Vice President of Development and
Public Relations

6/21/17

Date



Vice President of Human Resources

6/21/17

Date