

POSITION: DIRECTOR OF DEVELOPMENT

SUPERVISOR: EXECUTIVE DIRECTOR

RESPONSIBILITIES & DUTIES

THIS IS A FULL TIME EXEMPT POSITION RESPONSIBLE FOR THE OVERALL DEVELOPMENT DEPARTMENT AND ALL DEVELOPMENT STAFF. POSITION STAFFS THE DEVELOPMENT VICE PRESIDENT, DEVELOPMENT COMMITTEE, AND ENDOWMENT BUILDERS COMMITTEE. STAFFS ALL SPECIAL EVENT FUNCTIONS; INCLUDING DONOR CLUBS. LEADS CAPITAL CAMPAIGNS.

SPECIFIC DUTIES INCLUDE, BUT NOT LIMITED TO:

- LEADS ALL INTERFAITH DEVELOPMENT ACTIVITIES, INCLUDING CHAIRING THE BI WEEKLY DEVELOPMENT TEAM MEETINGS
- SUPERVISES ALL CORPORATE AND SMALL BUSINESS SOLICITATION
- REPRESENTS INTERFAITH TO CURRENT AND PROSPECTIVE INDIVIDUAL DONORS AND THROUGH PERSONAL CONTACT, AND CULTIVATIONS DEVELOPS LOYAL RELATIONSHIPS WITH A WIDE CORPS OF DONORS AND VOLUNTEERS
- RESPONSIBLE FOR IMPLEMENTING, EXPANDING, AND ADMINISTERING INTERFAITH'S PLANNED GIVING PROGRAMS. (BEQUESTS, POOLED INCOME FUND GIFTS, CHARITABLE TRUST ARRANGEMENTS, CHARITABLE GIFT ANNUITIES, RETAINED LIFE ESTATES, AND GIFTS OF LIFE INSURANCE AND TANGIBLE PERSONAL PROPERTY, INCLUDING REAL ESTATE.)
- OVERSEES THE ANNUAL MARKETING OF MEMBERSHIP TO THE ENTIRE COMMUNITY
- INNOVATES ACTIVITIES FOR ALL MEMBERSHIP CATEGORIES AND DONOR LEVELS WHICH ENHANCE AND BUILD RELATIONSHIPS
- ENSURES A CONSISTENT CASH FLOW THROUGH THE GROWTH OF MEMBERSHIP AND DONORS AT ALL LEVELS
- CONDUCT SEMINARS FOR PROFESSIONALS AND DONOR BASE TO ADVISE THEM OF INTERFAITH'S MISSION AND ATTRACT GIFTS
- DEVELOPS SPECIAL MARKETING PLAN FOR ENDOWMENT CAMPAIGN TO REACH MAJOR DONORS, MEMBERS, PROSPECTS AND PROFESSIONAL COMMUNITY. (MAY INCLUDE SMALL EVENTS, PERSONAL VISITS, DIRECT MAIL, E-MAIL, SOCIAL NETWORKING, TELEMARKETING, AND ADVERTISING.)
- CONTACT FINANCIAL PLANNERS, CPA'S, ATTORNEYS, AND FINANCIAL PLANNERS WEEKLY
- PARTICIPATE IN PROFESSIONAL EDUCATION AND DEVELOPMENT INCLUDING NORTH COUNTY PHILANTHROPY COUNCIL AND NSFRE
- REPRESENTS INTERFAITH'S DEVELOPMENT NEEDS TO THE ENTIRE COMMUNITY
- CONDUCTS TOURS OF THE AGENCY FOR VARIOUS FAITH COMMUNITIES, DONORS, AND SERVICE CLUBS
- OTHER RELATED DUTIES AS ASSIGNED BY SUPERVISOR

QUALIFICATIONS

- BACHELOR'S DEGREE OR EQUIVALENT EXPERIENCE
- A MINIMUM 3-YEARS EXPERIENCE WORKING IN A BOARD-BASE NOT-FOR-PROFIT ENVIRONMENT
- MUST BE A STRONG ADVOCATE FOR SOCIAL JUSTICE AND A PASSIONATE ADVOCATE FOR THE NEEDS OF THE DISENFRANCHISED
- COMPUTER LITERATE, INCLUDING E-TAPESTRY, M.S. WORD, EXCEL, ACCESS AND POWER POINT
- ABLE TO BE AN ARTICULATE REPRESENTATIVE OF INTERFAITH TO THE COMMUNITY
- ABILITY TO SPEAK TO AND GIVE PRESENTATIONS TO GROUPS
- ABILITY TO COMMUNICATE EFFECTIVELY BOTH ORALLY AND IN WRITING
- MUST CLEAR CRIMINAL BACKGROUND CHECK
- MUST HAVE VALID DRIVER LICENSE, OWN TRANSPORTATION AND CURRENT AUTO INSURANCE

SALARY: COMMENSURATE TO EXPERIENCE, PLUS BENEFITS

POSTING PERIOD: APRIL 26, 2011 - UNTIL FILLED

SUBMIT COVER LETTER & RESUME: ATTN: MARCELLA STOCK, MSTACK@INTERFAITHSERVICES.ORG OR FAX 760-740-0837