

## **Director of Fund Development Job Description**

### **Position Summary**

Reporting to the CEO, the **Fund Development Director** will develop and execute a multi-year fundraising plan including major gifts, annual appeal, planned giving, monthly sustainers' group, special events and capital campaigns, as needed. The Director will work closely with the Executive Director and the Board of Directors in all development and fundraising endeavors.

### **Responsibilities**

- Develop and lead organizational fundraising strategy and implementation plan to grow current annual fundraising
- Launch and build the planned giving program to benefit the Presbyterian Manor Foundation with a focus on deferred gifts such as bequest expectancies.
- Manage a portfolio of high-net-worth donors and prospects, developing and implementing tailored cultivation, solicitation and stewardship plans.
- Engage and mobilize lead volunteers to engage in effective solicitations and other fundraising activities, particularly major donor engagement.
- Research and apply to foundations for grant awards for various programs as needed; manage all aspects of post-award grants including reporting requirements.
- Evaluate progress toward goals and provide regular reporting to CEO and the Board of Directors.
- Establish systems, processes, and tools to maximize fundraising capacity including overseeing donor management database and working with data entry staff person.
- Work closely with Director of Marketing and Sales to ensure the integrity of the Presbyterian Manor brand in all communication pieces and efforts.
- Lead and collaborate with staff on the management and planning of fundraising events and donor receptions
- Develop print and digital marketing collateral related to fundraising in collaboration with the marketing department
- Coordinate fund raising special events.
- Direct employee fundraising drives.
- Maintain gift recognition policies.
- Perform other related duties as requested.

### **Education & Experience**

- 5-10+ years of fundraising experience, including experience closing major gifts and grant writing.
- Knowledge and experience in all aspects of philanthropy, including giving trends, benchmarks, and best practices; research; fundraising techniques and strategies; data analytics; and development operations such as gift processing, prospect and donor research, and fundraising reporting.
- Ability to develop and implement comprehensive fundraising strategies that include a range of funding sources.
- Possess the skills to work with and motivate staff, board members and other volunteers.

- Have the desire to get out of the office and build external relationships when appropriate.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Excellent written and oral communication skills with the ability to translate program information to diverse stakeholders ranging from employees, residents and families to high net worth donors.
- Possess a deep respect for the individuals we serve and their families.
- Motivated by Presbyterian Manor’s mission: to serve older adults and their families with dignity, excellence and quality of care.
- Familiarity with donor database entry and protocol
- Working knowledge of Microsoft Office Suite
- Working knowledge of Adobe InDesign
- Bachelor’s degree or equivalent relevant experience; CFRE a plus.

To apply please submit your resume to Wayne Whisnand at [waynew@presmanor.org](mailto:waynew@presmanor.org) or bring it by the main location at 4600 Taft Blvd, Wichita Falls, TX.