



JUNIOR LEAGUE OF CHARLESTON

Director of Development Job Description

I. NOTICE AND DISCLAIMER OF AT-WILL EMPLOYMENT

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II. Position Summary

- The Director of Development for the Junior League of Charleston must be able to articulate the mission and strategic priorities to both the internal and external community. The Director of Development leads the development division and is responsible for setting and achieving the development and fundraising goals and objectives of the League, working with the President and President-Elect. The Director of Development is responsible for membership, sponsorship and leading major gift fundraising; identifying, cultivating, and soliciting prospects to become financial partners; individual giving; corporate sponsorship; grants; and special events. The Director of Development works with the Fundraising Council on implementing the fundraising goals and strategic priorities as well as provides training on fundraising principles and guidelines.

III. Principle Duties and Responsibilities

- Satisfy fundraising performance goals and strategic initiatives of the League's fundraising plans.
- Communicate the mission and vision of the Junior League of Charleston, Inc. to all its constituents and help increase awareness about the League in the Charleston community.
- Develop, monitor, and maintain departmental annual budget, based on program needs and overall organizational budget goals.
- Develop and manage a dynamic caseload of loyal donors and new prospects to build long-term relationships between the League's mission and financial partners.

- Work with the President and President-Elect to set strategic direction for all development and fundraising efforts, including membership.
- Provide training on fundraising principles and guidelines to the Fundraising Council.
- Organize and implement a comprehensive fundraising solicitation and recognition program.
- Responsible for communications and solicitations sent by the League to donors. Communication and solicitation should be personalized and screened to ensure partners are appreciated, respected and honored.
- Maintain donor database including donor contact information (past, current, and prospective), donor relationship with the League, donor giving history, etc.
- Ensure sponsors and donors are marketed properly and appropriately both internally and externally and provide any feedback to sponsors and donors of where their contributions were used and the League's impact on the community.
- Prepare a monthly report to the Board of Directors and attend Management Team and Board of Director meetings, as needed. Attend monthly General Membership Meetings, as needed. Attend all League fundraising events as well as other events as determined necessary by the President to include, but not limited to, Provisional events, Sustainer events, & Past President events.
- Lead the Annual Fund, Henrietta F. Gaillard Leadership Fund, and the Endowment Fund to include individual gifts, corporate sponsorship, foundation and corporate grants, major and planned giving, direct mail solicitations, and special events.
- Provide management and communication to Fundraising Council, EVP, President, President-Elect, and administration staff to ensure that the mission, vision and core values of the organization are put into practice.
- Work as an integral part of the League's Management Team reporting to the President.

IV. Skills and Abilities

- Proactive, confident, and sales oriented individual to ask for gifts.
- Supervisory responsibility for the fundraising and event duties.
- Problem solving, analytical, financial, and creative thinking skills and ability to adhere to the League's By-Laws and Policies.
- Excellent relationship-building, planning, organizational and motivational skills, managerial and communication skills, self-motivated and a self-starter.
- Ability to manage multiple projects simultaneously.
- Ability to serve as a spokesperson for the League with donors, business community, and at community events when needed, and via other media opportunities in a manner reflective of the League's mission.
- Professional in behavior.
- Reliable, hard-working, with a positive, can-do attitude.

V. Conditions of Employment

- **Confidentiality** -- Must have the ability to be discreet and confidential with donor and the League's information and possess high ethical standards, integrity, understanding, and diplomacy.

- **Intellectual Application** -- This position requires problem solving, strong financial management, creativity, and critical thinking.
- **Working Conditions** -- The position requirements can be performed in normal office conditions but also requires regular meetings with donors and prospects outside the League. Business attire is required.
- **Equipment Operations** -- This position requires excellent knowledge of computers (Microsoft Word & Microsoft Excel), web-based research and application programs; fundraising software (Digital Cheetah), printer, calculator, telephone, fax machine, photocopier, and other office equipment.
- The League complies with all applicable federal, state, and local laws, ordinances, and regulations.

VI. Qualifications

- **Education** – Bachelor's degree in Business Management, Communications, Marketing, or related field. Interest in and experience with non-profits and working with volunteers are a plus.
- **Experience** – Three to five years of fund development, marketing experience, preferably in a non-profit organization. Proven track record of achieving revenue targets and/or a quota is needed. Demonstrated ability to think strategically and ability to prospect, cultivate, and manage new accounts. Experience working with senior level staff in profit or non-profit organizations. Strong verbal communication skills and demonstrated ability to write clearly and persuasively. Must have budgeting and financial management experience. Must be familiar with the Guidelines, Code, and Standards of the Association of Fundraising Professionals.
- **Abilities** – Must have the ability to develop and implement creative fundraising strategies to advance the League's profile in the community and maximize the resource development efforts.

VII. Essential Functions

- Must be able to fulfill the public obligations of the organization, including meeting and speaking with members, donors, and prospects. Must be able to use car for business meetings on a daily and weekly basis. Must be able to communicate clearly and effectively on the phone, in person and in writing and speaking; read and write the English language. Other required factors include problem solving, decision-making, reasoning ability, and endurance demands (attention to detail and meeting deadlines, etc.)