



FAMILY HOUSE

FAMILY HOUSE, INC. JOB DESCRIPTION

POSITION: Director of Development
STATUS: Full-time/Exempt
REPORTABILITY: Senior Director of Development

GENERAL SUMMARY: Family House is seeking a dynamic leader to join its senior leadership team as Director of Development, leading all efforts to raise critical annual operating funds for Family House programs and services. This position has two direct reports to support marketing, communications, fundraising appeals and event planning.

The primary responsibility of the Director of Development (DoD) is to plan for and manage all Family House (FH) annual fundraising activities and programs, which are necessary to provide contributed revenues (i.e., philanthropic and sponsorship support) totaling 25% or more of the organization's annual operating budget of approximately \$4.4 million.

The position will manage all annual fund development functions and activities for FH, which include individual giving (major and planned gifts; direct mail, email, and face-to-face appeals), foundation giving, corporate support (philanthropic, in-kind, and sponsorship), and event fundraising (e.g., Family House Polo match and spring Gala).

The position oversees planning and executing external communications efforts to increase public awareness of FH and its charitable profile, which includes supervisory responsibility for the Manager of Marketing and Special Events. The DoD also works closely with the Volunteer Program Manager to coordinate and maximize opportunities associated with FH's dedicated volunteers who welcome guests, prepare and serve meals, and participate in numerous roles at FH's major community events.

The position works directly with, and is accountable to, the Senior Director of Development.

RESPONSIBILITIES:

Maintain awareness of the FH Guest Services Standards and apply them when the opportunity arises.

1. The management and growth of individual giving, foundation and corporate giving, and Family House's two major fundraising events (Family House Polo match and spring Gala).
2. Create and implement an annual development plan to include strategies to increase giving to the annual fund, Family Assistance program, capital improvements, Board campaigns, and other FH needs.
3. Develop, maintain, manage, and record in the FH database all relationships with individuals, corporations, and foundations that result in support for Family House. Cultivate and leverage connections that Board members and FH advocates (current donors, volunteers, guests, staff, and vendors) have with potential funding sources.
4. Supervise the Manager of Marketing and Special Events, whose responsibilities include social media, website management, marketing, special event management, and external communications.
5. Oversee the research and preparation of all grant requests/presentations, both one-time and annual, including all acknowledgments and follow-up reports.
6. Oversee management of Family House's donor records system, maximizing donor identification, cultivation, and analysis, ensuring all donor and donor prospect engagements are recorded in a timely

manner such that recognition and ongoing cultivation strategies are appropriately developed and executed.

7. Supervise the creation, production, and distribution of FH donor and partner communications, including newsletters, stewardship messages, healthcare partners and volunteer messages, and annual reports, including writing, editing, photography, and videography.
8. Develop and manage the development, marketing, and volunteer annual budgets.
9. Other duties as assigned.

SPECIAL SKILLS AND ABILITIES REQUIRED:

1. Community service-minded professional with demonstrated fundraising success, particularly with individual and corporate donors.
2. Excellent communication skills, both oral and written, to effectively communicate with individual donors; volunteers; the foundation, corporate, and business communities; colleagues; the general public; Family House guests and partners.
3. Experience in fundraising campaign and event planning, management, and implementation.
4. Must be creative, possess strong organizational and strategic thinking skills, and demonstrate efficiency in work prioritization.
5. Ability to work independently as well as collaboratively within various groups/settings.
6. Self-motivated and independent thinker, possessing a positive, can-do attitude and strong customer service orientation.
7. Flexible and willing to embrace new ideas, seek and seize upon new opportunities, and comfortably adapt to the dynamic environment in which Family House operates.

KNOWLEDGE AND PRACTICAL EXPERIENCE REQUIRED:

1. Bachelor's degree required; advanced degree and professional certification desirable.
2. Five or more years of progressive work experience in development and fundraising.
3. Strong word processing, Excel, database, and website management systems needed.
4. Proficiency with managing social media channels (Facebook, Instagram, and LinkedIn) strongly desired.

PHYSICAL REQUIREMENTS:

1. Must be able to tolerate long periods of time working in front of a computer screen.
2. Must be able to communicate in a clear and professional manner in person, in writing, and on calls.
3. Must possess a valid driver's license and the ability to transport self and materials to various locations in order to transact business and/or complete required job tasks.

NOTE: The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not exhaustive lists of all duties, responsibilities, and knowledge, skills, abilities and working conditions associated with this position.

Employee Printed Name

Employee Signature

Date