



DIRECTOR OF DEVELOPMENT

Responsible to: President/CEO

Job Summary: Working with the Board of Directors and the President/CEO this position is responsible for leading, coordinating and implementing the fundraising programs of UNIFIED including setting strategic direction, contributed income goals and determining key fundraising messages of the agency designed to further enhance the organization's capacity and imagine through UNIFIED's service area. This position is a member of the Senior Management team of UNIFIED and must be willing to travel.

Job Status: Full-Time Exempt

Supervises: Special Events Contract Employee

PRIMARY FUNCTIONS

- Assess past fundraising history and, based upon that analysis, together with others in the department, design and implement a comprehensive fundraising program comprised of individual giving (direct mail, face to face solicitation, House Parties), foundations, corporations, and special events. This should include constituent goals, objective, policies, procedures, and budgets.
- Work closely with External Affairs Committee of the Board ensuring authentic and meaningful involvement of volunteers in cultivation and solicitation of prospects. Work with committee chair to establish meeting agendas and ensure timely and accurate follow-up and support for committee members.
- Work closely with the President/CEO and others as needed to ensure the continued implementation of the organization's Corporate and Foundation fundraising program and seek ways to make this a fully functioning aspect of the Development Department, with input from others. This will include proposal and grant writing.
- Spend 50% or more of his/her time externally, meeting with potential donors, historic donors, and making introductions throughout the organization's service area. Involve the President/CEO in these meetings as much as possible. Coordinate the "moves management process related to donors and donor prospects."
- Prepare and monitor department budget.

- Develop short- and long-range plans for the development office which support and enhance the mission of UNIFIED.

QUALIFICATIONS

- Minimum BS or BA degree from an accredited college or university.
- Minimum 10 years institutional fundraising with a comprehensive program.
- Proven track record of results in institutional fundraising.
- Proficient and effective public speaking.
- Excellent writing skills and highly effective interpersonal communication skills.
- Collaborative and team-oriented personality and approach to professional responsibilities.
- Proven track record working with volunteers.
- Strong analytical and problem solving skills.
- Affinity for the mission, programs and clients of UNIFIED.
- Willingness and ability to travel to offices in both Detroit and Ypsilanti as well as to donors and prospective donors throughout the region.