Ronald McDonald House of Delaware

Position Description

**Position:** Director of Development

**Position Summary:** The Director of Development is responsible for strengthening philanthropic support for the Ronald McDonald House of Delaware. The Director of Development will develop and manage an ambitious, comprehensive, targeted, fund raising program and successfully secure financial support from individuals, civic groups and corporations in support of the operating and capital budgets. The Director of Development will provide management oversight for all systems and services related to these forms of fundraising including prospect research, donor database management, gift processing, donor acknowledgement and stewardship. The Director of Development will lead the major gifts initiative for the organization. The primary focus will be on stakeholders in New Castle County, DE and where appropriate Southern Chester County, PA. The success of this position requires a strong collaboration with the Southern Delaware Advancement Officer and Grant Writer as well as the President and CEO. The Director of Development supervises the Special Events Manager and Development Assistant and Gift Processor.

**Position Reports to:** President/CEO

**Exempt**

**Hours:** Primarily 9:00am to 5:00pm some weekends and evenings will be required. Work from home option during COVID-19.

**Primary Duties/Responsibilities:**

1. Develop, monitor and manage a comprehensive, multi-year development plan for individuals, corporations, foundations and civic groups. This includes the oversight and expansion of the major gift and planned giving programs.
2. Execute an annual development plan with a range of goals, objectives and key activities designed to increase gift income as well as increase the participation of the Board Development Committee and other development staff.
3. Create and implement an organized systematic approach to facilitate donor identification, cultivation, solicitation and stewardship.
4. In collaboration with the Southern Delaware Advancement Officer update the Circle of Care annual giving campaign that retains and upgrades current donors and secures new annual fund donors. The Director of Development will coordinate timely writing and production of development related fund raising and marketing materials.
5. Write grants that are assigned by the President and CEO to applicable foundations or corporations for sponsorships, operating or capital funds. Prepare and submit related grant reports.
6. Lead sponsorship acquisition for relevant fundraising events and ensure sponsor benefits are realized.
7. Direct and oversee the management of the donor database (currently Raiser’s Edge).
8. Serve as lead staff liaison for the Board Development Committee working collaboratively with the Development Committee Chair.
9. Articulate the case for support to a wide range of individual and institutional donors.
10. Manage the development team and work closely with the President/CEO to provide leadership and strategic planning that ensures a work environment that encourages teamwork, productivity, creativity and meets annual fundraising goals. This includes the management of the development budget, recognition of and stewardship of donors as well as maximizing the use of the donor database.
11. Maintain a running total number of visits made, the number of gifts closed, the number of “moves” and “activities” and the amount of funds raised directly by the Director of Development on an annual basis.

Other responsibilities:

- Represent President/CEO at appropriate community functions and events as requested.
- Director of Development, along with President and CEO, serve as lead staff members on the Leadership Advisory Council.
- Increase awareness and positive perceptions of the RMHDE in the philanthropic community.
- Act as a representative of RMHDE in the community while participating in speaking engagements.
- Demonstrate empathetic attitude toward House guests, donors, volunteers and others who come in contact with the RMHDE.
- Maintain and respect confidential information related to families, volunteers, donors and RMHDE operations.
- Perform other duties as assigned by President/CEO.

Qualifications:

- Bachelor’s degree
- Minimum of 6-8 years of experience in fundraising including securing major gifts with proven success in a mid-level position.
- Demonstrated knowledge of annual giving, grants and major gifts.
- Ability to lead and motivate a diverse team of staff and volunteers.
- Strong analytical, strategic planning and problem-solving skills.
- Ability to collect data, draw conclusions and make recommendations.
- Ability to work under limited supervision
- Superior communication and presentation skills effective with a range of constituencies.
- Exceptional verbal and written communications skills.
• Proactive work style, self-confidence, high energy, strong organizational skills and attention to detail required.
• Ability to think strategically and be able to work well under pressure and meet deadlines.
• Understanding of Delaware fund raising environment and familiarity with fund raising software.
• A proficiency in Microsoft Word and Excel is required.
• Ability to work under limited supervision, both independently and as a team member.

To apply please submit a cover letter and resume to jobs@rmhde.org. Please be prepared to submit two writing samples, if asked.