



Better Basics Job Description

Director of Development

Position Objective

Responsible for Better Basics' development and fundraising activities. Provides leadership towards the achievement of revenue development goals in line with Better Basics' vision and needs. Establishes plans and strategies to deepen and expand the current donor base, executes annual fundraising events, develops alternative revenue streams and builds endowment for future funding.

Qualifications and Requirements

- Undergraduate degree required
- Extensive experience in all aspects of event management and logistics
- Excellent oral and written communication skills
- Grant writing experience preferred
- Willingness to travel locally and throughout the state
- Requires periodic work on nights and weekends
- Proven leadership and ability to drive teams

Development Responsibilities

- Plans, identifies, researches and leads the solicitation of prospective donors
- Cultivates relationships with individuals, corporations and foundations
- Develops strategies for building and solidifying external relations
- Works in conjunction with the Executive Director and Director of Operations, as well as with the Board of Directors, to develop annual and long-range fundraising goals

- Works with the Executive Director, the Director of Operations and the Board of Directors to ensure the generation of income through all available resources to support the annual operating budget
- Actively participates in regular Grant Team meetings
- Develops and follows a plan for editing and revising grants with the Grants Coordinator
- Oversees the activities of the Grants Coordinator
- Collaborates with the Executive Director and Grants Coordinator regularly to ensure that grant timelines are met and new grants are considered
- Secures in-kind support and sponsorships for events and programs
- Builds endowment by pursuing estate plan gifts
- Oversees the receipt and acknowledgment of gifts in coordination with the Finance Director and the Executive Director
- Generates reports for the Development Committee of the Board of Directors, Executive Director, Director of Programs and Director of Operations
- Oversees maintenance of donor records and reconciliation of donor financial information with Finance Director on a monthly basis
- Oversees electronic fund development/contact management software
- Develops and maintains appropriate recognition strategies
- Develops and maintains all fundraising materials and publications
- Fulfills other duties as assigned by the Executive Director



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Job Description

Director of Development (Cont'd)

General

- Follows our discipline process to be used when addressing performance and behavior of those who report to him/her
- Assists Executive Director, Director of Operations and other staff members as needed
- Follows all office procedures
- Attends all required meetings

BY SIGNING BELOW, YOU STATE THAT YOU HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION AND HAVE RECEIVED A COPY OF SAME.

EMPLOYEE SIGNATURE

DATE

BETTER BASICS IS AN EQUAL OPPORTUNITY EMPLOYER