



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. Maintains public awareness of Better Basics through virtual platforms

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
- Ability to supervise people and strengthen their growth toward leadership
- Proven leadership and ability to drive teams

Supervisory Responsibilities

- Coordinates and oversees the duties and responsibilities of the
 - Grants Coordinator
 - Public Relations Assistant

Development Responsibilities

- Plans, identifies, researches and leads the solicitation of prospective donors
- Cultivates relationships with individuals, corporations and foundations
- Maintains donor database with current information
- Develops strategies for building and solidifying external relations
- Works in conjunction with the Executive Director, as well as with the Board of Directors, to develop annual and long-range fundraising goals
- Works with the Executive Director, Finance Director, and the Board of Directors to ensure the generation of income through all available resources to support the annual operating budget
- 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, Finance Director, and Director of Programs
- 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



Better Basics Job Description

Director of Development (continued)

Responsibilities Involving Grants

- Oversees the activities of the Grants Coordinator
- Manages and actively participates in regular Grant Team meetings
- Develops and follows a plan for editing and revising grants with the Grants Coordinator
- Maintains a current grant calendar which reflects content for grants, internal due dates, actual due dates, submission dates, and whether or not income was received
- Collaborates with the Grants Coordinator regularly to ensure that grant timelines are met and new grants are considered
- Maintains communication with the Executive Director and the Development Committee of the Board of Directors about grant timelines and status of grants received

Responsibilities Involving Better Basics' Junior Board

- Oversees and attends Junior Board meetings and events
- Relays Junior Board information to Better Basics staff members via email/newsletter

Responsibilities Involving Partners

- Aids in the compilation of the United Way Allocation Application, as well as development of a presentation, which includes speakers, for the United Way's Visiting Allocation Team
- Cultivates and maintains partnerships with the Junior League
- Cultivates and maintains relationships with a Better Basics Partnership Council

General Responsibilities

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