



Director of Development – Children's Harbor

Job Summary

Children's Harbor is a non-profit 501c3 whose mission is to strengthen families of seriously ill children through refuge, respite, and resources. The Director of Development serves as a Major Gifts Officer and plays a significant role in promotion of fundraising efforts responsible for developing and execution strategies for major donors: cultivating donor relationships; managing fundraising campaigns and ensuring revenue growth to support Children's Harbor. The role will include overseeing the donor stewardship program, maintaining and promotion of a 100-125 portfolio which is inclusive of individuals/corporations and 2-3 grant awarding foundations. They will maintain a strong presence in the community to promote Children's Harbor. This position will report to the Chief Development Officer and coordinate their daily activities with the CDO and development team.

Hours: Full-Time / Birmingham, Alabama

FLSA Status: Salaried/Exempt

Employment: At-Will/Regular

Qualifications

Education/Experience

- Bachelor's degree preferred/minimum 5 years documented fundraising. Knowledge of a non-profit organization a plus.
- Proven skills in developing strategies in planning, implementing, and administering major gift solicitation.
- Problem solving skills and the ability to anticipate challenges and obstacles, along with the creativity to implement solutions effectively.
- Ability to organize, prioritize and manage multiple tasks and deadlines in a fast-paced atmosphere.
- Strong interpersonal skills, a collaborative working style and enthusiasm for building bridges between and among key stakeholders.
- Effective written communication is necessary to write and edit letter, emails reports, discussion documents, proposals, and other solicitation materials.
- Strong verbal communication skills to articulate the mission and its fundraising priorities persuasively.
- Ability to keep all information and data within the scope of the position with complete confidentiality and security.

- Familiar with metric analysis in reporting with goals towards financial success.
- Experience using fundraising software, preferably Blackbaud's Raiser's Edge.
- Strong Computer skills

Director of Development Responsibilities

- Manage a portfolio of 100-125 prospects and donors, with individually tailored cultivation, solicitation, and stewardship strategies for each. The Director is expected to meet/exceed established metrics annually – including dollar, visit, solicitations, and proposals presented goals.
- Raise major and principal gifts from multiple donor groups including individuals, corporations, and foundations including 2-3 grant applications.
- Maintaining thorough records of donor data, encompassing contact reports, actions, and proposals, within the Blackbaud Raiser's Edge database for the portfolio while also engaging actively in prospect management alongside other development team members.
- Ensure the effective use of Blackbaud Raiser's Edge including timely and effective reporting to leadership.
- Prepares solicitation materials, gift agreements, and presentation materials. Makes presentations to committees, development team and in donor meetings.
- Schedules weekly/monthly visits for donor cultivation, stewardship and solicitations and accompanies CDO on donor engagement and cultivation meetings.
- Develop thoughtful stewardship plans for key donors; initiatives involve high level impact reports, dedications, and strategic coordination with fundraising events. Maintain a focus on re-qualifying donors when they move from stewardship back into the donor engagement process.
- Stay abreast of external fundraising trends and internal data to make sure the most effective strategies are being employed.
- Adheres to all Children's Harbor performance standards, internal controls, policies, and procedures.
- The incumbent must be able to function as an integral part of a team in coordinating, designing, and implementing successful fundraising programs, which include annual giving, planned giving, and principal, major and mid-level gifts to maximize philanthropic support.
- Attend business networking and community events to represent Children's Harbor.
- Travels to attend donor visits, fundraising and stewardship events.
- Attend weekly/monthly meetings as required.

Interpersonal Skills

Alert, friendly, unassuming, and capable of communicating with donors, board members, and the public. Extremely high integrity and ability to maintain confidentiality of all information received. Must exercise good judgement, have an elevated level of initiative, proactiveness and require little supervision. Maintain professionalism in his/her attitude and interactions and integral understanding of Children's Harbor mission of programs and services.