

**Job Title:** Development Director

**Status:** Full Time

**Summary:** The Development Director reports to the Executive Director and oversees Camptown's Development Manager, interns, and volunteers.

**Essential Duties & Responsibilities:** As a member of the Leadership team, the Development Director manages the creation and implementation of the annual fundraising and marketing plan, approved by the Executive Director and Board.

### **Development**

- Leads day to day implementation of the annual fund development efforts
- Owns mid-size (\$250-\$2500) gift solicitation and cultivation, holding face-to-face meetings at least 5x per month
- Maintains grant funder relations, writes proposals and reports, & supports greater grant funding strategy
- Develops annual fundraising campaigns, including oversight of donor database management
- Oversees Development Committee including scheduling, agenda creation, and member recruitment
- Generates new donor and corporate relationships to support volunteer days, events, and general sponsorships
- Provides administrative and coaching support for Board of Director's role in fundraising
- Supports capital campaign efforts including solicitation, cultivation and stewardship

### **Events**

- Leads all fundraising event efforts including the dinner, golf, trivia, cultivation, etc.
- Manages event committees by scheduling meetings, creating agendas, and recruiting members
- Identifies event vendors, tracks event expenses and payments, and records event data for reporting purposes
- Attends community engagement events such as volunteer fairs, job fairs, etc. to grow network of support

### **Marketing**

- Drives marketing strategy and implementation including social media, website, and digital newsletters
- Leads development of print and digital materials to share mission with key audiences
- Develops appropriate public relations and earned media opportunities

**Supervisory Responsibilities:** As a part of the Leadership team, this position oversees one full-time staff member, interns, board supported committees, and other volunteers that support the fundraising and marketing efforts.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:** Bachelor's degree in related field preferred, with 3-5 years experience in fundraising or related field is required. Experience with or interest in supporting youth in the outdoors.

**Language Skills:** Excellent verbal and written communications skills, ability to present information concisely and effectively, both verbally and in writing, ability to organize and prioritize work, ability to work independently with little supervision, excellent interpersonal skills.

**Other requirements:** Complete successful criminal background and drug testing.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_