

# Autism Delaware Inc.

## Job Description

**JOB TITLE:** Fund Development and Engagement Director

**DEPARTMENT:** Fund Development and Engagement

**REPORTS TO:** Executive Director

**EFFECTIVE DATE:**

**FLSA:** Exempt

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**SUMMARY:** The Fund Development and Engagement Director is charged with achieving the organization's strategic vision and initiatives that translate into operational goals and priorities related to engagement, philanthropy, stewardship, volunteerism and communications. The Fund Development and Engagement Department consists of the Annual Fund, Individual Giving, Corporate Support, Appeals, Sponsorships, In-Kind, Events, Grants, Foundations, Planned Giving, Volunteerism, Engagement Events, and Communications.

The Fund Development and Engagement Director will oversee all fund development initiatives while simultaneously providing direct leadership for Fund Development and Engagement staff. The Fund Development and Engagement Director is a key member of Autism Delaware's leadership team. This position is responsible for meeting an annual revenue target.

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### **DETAILS:**

#### **ENTRY LEVEL QUALIFICATIONS:**

1. Bachelor's Degree (Required), Master's Degree (Preferred)
2. CFRE (Preferred)
3. 5-years plus of professional experience in development (Preferably in a leadership role)
4. A full array of business skills including project management, planning, finance/budget management and performance management
5. Excellent oral and written communication skills
6. Excellent organizational and time management skills
7. Excellent managerial skills
8. Must be politically astute and able to work with diverse and competing interests of both internal and external constituency groups
9. A personal vehicle is required
10. Valid driver's license is required
11. Background check is a condition of employment

#### **QUALIFICATIONS FOR CONTINUED EMPLOYMENT:**

1. Adherence to all policies and procedures
2. Punctual and regular attendance as scheduled
3. Successful, safe and effective implementation of job tasks
4. This job description in no way states or implies that these are the only job duties to be performed by the incumbent. He or she will be required to follow any other instructions and to perform any other duties requested by her or her supervisor

5. Cultivates a culture of openness and information sharing. Builds trust through regular, open and honest communications. Regularly looks for common ground and encourages collaboration among team members. Builds consensus via shared decision making.

**WORKING CONDITIONS:**

This is an exempt, salaried position. General hours of operation are 8:30 A.M. to 5:00 P.M. Some nights and weekends are required. Light physical activity is required. Work may involve occasional assistance of others in the manipulation of heavy objects and involve some standing and walking. Travel to other locations is expected.

**JOB RELATED DUTIES**

**ESSENTIAL FUNCTIONS:**

- 1. Develop, manage and implement Autism Delaware's Development and Engagement plan.**
  - Create, implement, manage and report on an annual development and engagement plan that utilizes annual fund, individual giving, appeals, sponsorships, in-kind, events, grants, foundations, corporate support, planned giving, volunteerism and communication strategies to support programs and services to meet the mission.
  - Act as the representative to the Board Development Committee providing guidance, providing support and providing reports and other communications as needed.
  - Provides clear, accurate, timely and thorough reporting in areas of responsibility.
  - Uses Autism Delaware's philosophy and strategic plan in all areas of responsibility.
  - Creates and maintains relationships with key corporate leaders, individual donors, foundation leaders, and other possible stakeholders to support Autism Delaware's mission and fund raising & engagement goals.
  - Ensure through creation or delegation an appropriate level and timely donor acknowledgement and recognition to each donor so as to encourage future engagement.
  - Create, implement and manage a donor stewardship plan that includes steps to identify new donors, engage reoccurring donors, steward donors to become major donors and bequests.
  - Grants management including research, writing, editing, submission, award acknowledgement, staff responsibility coordination and reporting.
- 2. Provides leadership and supervision to fund development & engagement staff.**
  - Recruits, manages, supervises and evaluates staff and volunteers responsible for fund development and engagement activities.
  - Leads staff in the establishment of personal annual goals and personal work plans.
  - Leads fund development and engagement staff in creation of department budget and department goals.
- 3. Maintains constructive and productive relationships with internal and external audiences.**
  - Represents Autism Delaware professionally and effectively.
  - Actively participates in meetings, demonstrating self-awareness, responsibility, initiative and professionalism.
  - Collaborate with program staff to identify needs
- 4. Build organizational capacity to provide needed programs and services.**
  - Collaborate cross-departmentally to meet Autism Delaware's strategic goals.
  - Review all strategic goals to identify areas in need of funding, research possible funding solutions and develop proposals to fund the identified needs.
  - Develop, manage and report on Fund Development & Engagement annual budget.
  - Maintain awareness of revenues and expenditures in fundraising areas throughout the year.
  - Report significant budgetary variance to the Associate Executive Director and make recommendation for appropriate action to achieve resolution.

- Remains flexible and accommodating during unplanned or crisis situations.
- 5. Researches and is current on best practices in key areas of responsibility**
- Identifies trends in giving that may affect Autism Delaware's ability to maintain or expand funding and other resources in the future.
  - Demonstrates a commitment to ongoing professional development through study and practice of new skills and knowledge in the field.
  - Identifies appropriate training opportunities and seeks attendance at conferences and other events to support knowledge of the newest information in the field.
  - Attends relevant organizational and committee meetings, including but not limited to Association of Fundraising Professionals, networking events, etc.

**NON - ESSENTIAL FUNCTIONS:**

- 1. Actively participates in agency functions**
- 2. Safely manages all aspects of job responsibilities**
  - Maintains a safe & hazard free work area. Raises concerns when appropriate.
  - Effectively monitors facilities & equipment for cleanliness and hazards. Raises concerns when appropriate.
  - Ensures health and safety through compliance with agency policies, OHA and other safety standards.
- 3. Performs all duties in accordance with federal, state and local laws.**
- 4. Performs all work in accordance with Autism Delaware's philosophy.**