



Director of Development Job Description

Date: April 2023

Status: Exempt

Reporting Supervisor: President & Executive Director

Position Overview:

The Director of Development is a full-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director. They are responsible for supporting development and implementation of annual and campaign-specific fundraising plans to obtain philanthropic gifts to advance the mission of Stan Hywet Hall & Gardens. They will support the efforts of the President & Executive Director, other departments, the Board, key volunteers and others to raise funds to meet specific measurable fundraising goals, and to monitor progress against those goals. The successful candidate will be energized by the opportunity to strengthen the existing development program and enhance the fundraising results of Stan Hywet Hall & Gardens.

Essential Duties and Responsibilities:

1. Assists the President & Executive Director in determining and establishing departmental goals and objectives, policies and plans for the Stan Hywet Hall & Gardens Operating Board of Directors' approval.
2. Coordinate and oversee annual and ongoing fundraising campaigns, to include Annual Appeals (Spring, 714 Day and Year-End), Corporate Giving, Foundation, Planned Giving and Endowment. This includes working with others to coordinate efforts of the President, board members, staff and volunteers to solicit donations by researching, analyzing, and identifying major individual, corporate and foundation donors, and assist with developing solicitation proposals and talking points for the President, board members, staff and leadership volunteers as needed.
3. Plans and implements ongoing program to cultivate planned gifts including recognition program for donors who have remembered Stan Hywet in their wills and bequests.
4. Foster a culture of fundraising across staff, board members and key volunteers.
5. Trains, evaluates, and provides daily leadership for the development department team.
6. Maintains the standard for institutional policies and practices relative to the fundraising process.
7. Initiates and obtains approval for new and creative programs to increase the level of community awareness and financial support for Stan Hywet Hall & Gardens.
8. Manages and participates in the production of written communication for fund development purposes, including case statements, proposals, letters and progress reports to Stan Hywet Hall & Gardens stakeholders, solicitation materials, and acknowledgement letters.
9. Oversees the annual calendar of dates for special events and campaign activities including the full complement of direct mail, email and social media campaigns, special fundraising events, membership events and donor recognition events.
10. Represents Stan Hywet Hall & Gardens at various civic, corporate and professional organizations consistent with the goals and objectives of Stan Hywet.



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11. Oversees the research, identification, cultivation, solicitation, recognition and stewardship of new and existing sources of community and financial support for Stan Hywet Hall & Gardens.
12. Monitors the production of grant requests to corporate and foundation prospects on an annual basis.
13. With the President & Executive Director and Controller, regularly monitors revenue and expenses related to contributed income and supports updated and future projections. Is responsible for developing and managing annual department budgets.
14. Maintains confidentiality in all matters related to Stan Hywet business, development and fundraising practices.
15. Monitors the full complement of fundraising initiatives, making recommendations to the Board and President & Executive Director for changes as needed to improve fundraising effectiveness.
16. Leads the development team in participating in Stan Hywet-wide initiatives.
17. Oversees all payroll/vacation approvals for the department.
18. Enhances professional growth and development and keeps abreast of current trends and practices in the areas of development, major gift solicitation and changes within the business community by participation in continuing education courses, professional organizations, seminars and workshops, reading current literature and maintaining professional contacts in the community.
19. Creates regular (monthly) reports for the President & Executive Director, staff, board and volunteers. Also provides an annual comprehensive analysis of department and fundraising programs. Provides analysis and evaluation for individual programs on an "as needed" basis.
20. Work with, support, engage and delegate tasks to volunteers as appropriate.
21. Any and all tasks related to advancing the mission of the organization including events.
22. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Strong verbal and excellent written communication and negotiation skills are essential.
2. This individual must be well organized, use consistently sound judgment and good human relations skills, have a professional manner and appearance, and be discreet in the use of confidential information.
3. Ability to relate to persons of all ages, diverse backgrounds, skills and abilities.
4. Ability to interact easily with the Board, community organizations, government entities and volunteers.
5. Computer literacy, including familiarity with Microsoft Word is required. Familiarity with CRM systems preferred.



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6. Demonstrated skill in developing and implementing successful strategies for identification, cultivation and solicitation of donations from individuals, corporations, foundations, including the ability to articulate future direction.
7. Ability to work in a changing, flexible and team-oriented environment.

Education and/or Experience:

1. A Master's Degree is preferred. Bachelor's Degree required.
2. 7 years or more executive development experience and demonstrated success in fundraising is required.
3. A working knowledge of planned or deferred giving configurations and options.

Ethical Expectations:

The Stan Hywet Hall & Gardens Board of Directors and the President & Executive Director require that the Director of Development conducts the affairs of the fund development operation by implementing the highest standards of ethical behavior. This behavioral standard applies specially to matters of donor confidentiality, a donor's bill of rights, and the strictest allocation of gifts to intended purpose. The standard extends to personal and professional dealings with directors, staff, colleagues, benefactors, and all other parties who rely on the integrity of Stan Hywet Hall & Gardens.

Usual and Customary Expectations:

1. Should expect to spend the majority of his/her workday seated in an erect position.
2. Approximately 2 hours of standing or walking in an average workday.
3. Some non-traditional hours required.

Acknowledgement:

Employee's Signature

Date

Authorized Signature

Date