

# J. WALTER CAMERON CENTER

## JOB DESCRIPTIONS

SECTION: Administration  
FLSA: Exempt

NUMBER: 001  
SUBJECT: Development Director  
REVISED: 10/23/2020

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*We believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the agency to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.*

### **SUMMARY:**

To build a sustainable fundraising program through which the J. Walter Cameron Center can fulfill its mission to incubate, support and accelerate social good in our community. Reports to the Executive Director and collaborates with staff and the Board of Directors to meet the outcomes in the Strategic and Operational plans. Responsible for resource development, fundraising and communication strategies and researching various related activities. Develops and administers the long-range fund development program. Plans, organizes, and directs fund-raising activities and other gift-giving programs designed for selected donor groups including individuals, corporations and private foundations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Creates & implements fundraising plan in alignment with organizational budget and goals.
2. Develops and implements public relations policies and procedures, strategies and programs, including press releases, brochures and other printed materials, speaker's bureau, website, social media and other media.
3. Works closely with the Executive Director and other staff on fund development and seeks the advice and assistance of the Board of Directors as-needed to implement a successful fundraising strategy.
4. Works with the Executive Director on budget and accounting issues.
5. Identifies and cultivates potential donors and supporters, individuals, corporations, private foundations, etc.
6. Plans, organizes and oversees various fund development activities to include major gift solicitations, planned and deferred giving programs, special events, annual giving programs and grant writing and reporting.
7. Organizes special campaigns (capital, annual and corporate) setting objectives, targeting supporters, developing approaches, assisting in solicitations.
8. Organizes special events including developing announcements and invitations, making and coordinating volunteers and overseeing activities.
9. Manages website and prepares promotional literature and presentations.
10. Plans and develops individual giving strategies, including donor acknowledgement and donor recognition programs to enhance future gift giving opportunities. Ensures timely

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acknowledgement of all monies donated and maintains appropriate contact with past benefactors.

11. Maintains a donor data base record keeping system and prepares necessary statistical reports.
12. Represents the Office of Development at meetings and through public speaking presentations. Serves as a member of the Senior Management Team. Creates and implements a marketing and public relations plan in alignment with organizational mission & goals.
13. Recruits and coordinates activities of volunteers to assist in implementing the development plan.
14. Attend all required meetings, trainings and supervision.
15. Adheres to Code of Ethics in Employee Handbook.
16. Adheres to Agency policies and procedures.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:** Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None

### **COMPETENCY:**

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Adaptability/Flexibility:** Open and receptive to appropriate change within the organization and has an ability to manage and shift priorities as needed to incorporate new approaches, methods and techniques within the agency. Provides input for change efforts and willingly supports change.
2. **Judgment/Decision Making:** Able to form a sound opinion by careful study of available facts and opinions.
3. **Attendance/Punctuality:** Consistently arrives on time for work, meetings, and trainings. Attendance supports ability to fulfill job requirements.
4. **Cooperation/Teamwork:** Works cooperatively across organizational boundaries to achieve shared goals. Fosters and creates an environment of mutual trust and respect.
5. **Creativity/Innovation:** Ability to conceptualize and implement new ideas to improve services and procedures.
6. **Communication:** Effectively shares ideas, thoughts, information with a diverse range of audiences to develop two-way communication and understanding. Able to speak, listen, and write in a manner consistent with good communication skills.
7. **Initiative/Work Management:** Manages and organizes resources to achieve a standard of excellence in outcomes. Also, self-monitors on-going performance and looks for ways to improve processes, procedures and documentation. Able to identify and take the first step in tasks that needs to be done.

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8. Reliability/Dependability: Degree to which employee can be relied on to carry out instructions and follow through with job-related duties.
9. Professional Growth: Continues to grow in skill and knowledge as reflected by contributions on the job.
10. Cultural Sensitivity: Demonstrates competence in dealing with people of varied ethnic and socio-economic backgrounds.

### QUALIFICATIONS:

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

#### I. CERTIFICATE/LICENSE/REGISTRATION:

1. Current driver's license, clean driving abstract and current car insurance.

#### II. EDUCATION AND/OR EXPERIENCE:

1. Bachelor's Degree in a Management related field, with an emphasis on Marketing, Communications, Business Administration.
2. Minimum experience in development, event planning, gift solicitations, planned giving and endowments, as well as public relations and marketing preferred.
3. Superior organizational, communication and conceptual skills necessary.

### PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly requires sitting and working at a computer work station, concentration and alertness, attention to detail, writing and composing correspondence, and preparing, report narratives as necessary.
2. Frequently requires intermittent standing and walking, climbing steps or stairs, reaching, eye-hand coordination, communicating with co-workers, clients and community resources.

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3. Occasionally requires light lifting, stooping, kneeling, bending, twisting, pushing/pulling up to 21-50 lbs., walking or commuting to meetings within the community as necessary
4. Visual capabilities required: good to excellent vision, wide field of vision, depth perception, accurate color vision.
5. Job involves approximately 8 hours indoors and sometimes exposed to outdoors weather conditions.

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

Print Name: \_\_\_\_\_