

## Wesley House Family Services

### Position Description

**Position Title:** Director of Community Development

**Department:** Development

**Purpose:** Directly responsible for the development and implementation of the annual giving plan including cultivating and maintaining relationships with new and existing donors. As a member of the senior management team, the Director of Development participates in strategic planning and budgeting initiatives in addition to problem solving. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

**Reports To:** CEO

**Classification:** .5, FTE

#### Responsibilities:

- When appropriate opportunities arise, the Director will participate in national and regional committees and local organizations such as Rotary and the local Chambers of Commerce
- Organize and attend departmental meetings to maintain effective communication
- Supports Event Coordinator to ensure adequate and qualified staff and volunteers to carry out the fundraising activities
- Support all major events by being present and taking a leadership as the “community face” at the events
- Remain current on all legislation and ethical practices pertaining to fundraising
- Analyze trends in the Annual Giving Campaign, identifying opportunities and challenges and developing strategies to ensure goals are met
- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs and other similar funds
- Liaise with the support third party fundraising initiative
- Attend Governing Board meetings and report out on Community Development activities
- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements
- Perform all activities, job duties and responsibilities and functions in an accurate and efficient manner with respect and appreciation for the culture, traditions, languages and practices of the persons serve
- Follow the guidelines regarding the reporting of unethical actions or practices as outlined in the Wesley House Family Services Personnel Manual
- Advocate Wesley House Family Services and its mission in the community and support agency sponsored events
- Perform other duties as assigned

#### Performance Measurements:

- When appropriate opportunities arise, the Director will participate in national and regional committees and local organizations such as Rotary and the local Chambers of Commerce
- Ensure adequate and qualified staff and volunteers to carry out the fundraising activities
- Remain current on all legislation and ethical practices pertaining to fundraising
- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs and other similar funds

**Qualifications:**

- Bachelor's degree in Business Administration or Development; Master's degree preferred
- Effective oral and written communication skills
- Strong interpersonal skills, the ability to supervise and motivate volunteers and staff
- Strong analytical and problem solving skills
- Ability to work independently and as part of a team
- An understanding of the non-profit, voluntary and social services sector
- Ability to work flexible hours
- Reliable transportation

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger; reach with hands and arms; and climb stairs. The employee must occasionally lift and/or move up to 25 pounds.

### Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_.  
(Month) (Day) (Year)

\_\_\_\_\_  
Director of Community Development (Signature)

\_\_\_\_\_  
CEO (Signature)

\_\_\_\_\_  
Director of Community Development (Print)

\_\_\_\_\_  
CEO (Print)