

## CHESTNUT HILL BENEVOLENT ASSOCIATION

### JOB DESCRIPTION

**DEPARTMENT:** Development

**Grade:** E-4

**POSITION TITLE:** Director of Development

**Job #:** 7144

**ORGANIZATIONAL RELATIONSHIPS:** Reports to the CEO. Works closely with the CEO, the Board of Trustees, Capital Campaign, Marketing Communications, CFO and Finance Manager, Controller, and all other department managers. Supervises Development Associate and Development Officer(s).

**SUMMARY:** The Director of Development has responsibility for planning, organizing, implementing, and evaluating annual fundraising programs and activities to ensure the BA has the resources to advance the mission of the Benevolent Association. Has strong communication skills and leadership expertise. Has a proven track record of meeting or exceeding fundraising goals is essential. This position has primary responsibility for representing the Benevolent Association to donors and prospects and involving BA trustees and volunteers in such contacts. The Director of Development must be committed to the Benevolent Association's mission and act in accordance with organizational policies and procedures.

#### **JOB RESPONSIBILITIES:**

##### Fundraising and Planning

1. Works closely with the CEO, BA trustees and other key stakeholders to create a comprehensive development plan that aligns with the BA's mission and vision and works in concert with the capital campaign.
2. Implements and monitors the annual development plan. Conducts monthly evaluations of key fundraising metrics (retention rates, email performance, recurring giving, online revenue, giving preference etc.) and reports monthly progress to the CEO and BA Trustees.
3. Actively identifies, researches, and engages with current and prospective BA stakeholders, foundations, churches, and donors.
4. Fosters a strong donor stewardship program.
5. Works to increase the number of donors at all giving levels.

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6. Plans, drafts, and oversees fundraising communications including direct-mail appeals, emails to email database, articles and appeals to include in BA eNews and newsletters, etc. Works closely with CEO in determining messaging, content, design, and frequency of communications.
7. Maintains and develops donor database through Raiser's Edge to optimize fundraising opportunities.
8. Oversees, implements, and evaluates special events and fundraising activities.
9. Works with department managers to understand program goals and priorities.
10. Notifies department managers of grant opportunities and works with them to develop specific requests.
11. Maintains strict confidentiality regarding gifts, donors, and prospects as well as the BA's database.
12. Ensures compliance with all relevant regulations and ethical standards in fundraising practices.
13. Annually reviews Chestnut Hill Benevolent Association's Gift Policies and updates as appropriate for Trustee approval. Abides and upholds the policies.
14. Performs other duties as assigned by the CEO, as appropriate to the role of Director of Development.

### Management

1. Hires, trains, guides, and supervises the development team to implement fundraising strategies.

### Major Gifts

1. Represents the Benevolent Association to prospects and donors; is personally involved in identifying, cultivating, soliciting, stewarding prospects and donors.
2. Maintains a high level of activity contacting prospects and donors, including regular face-to-face visits with priority stakeholders and prospects.

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3. Coordinates with CEO, Capital Campaign, BA trustees and fundraising volunteers about possible contacts with foundation trustees, major donors or major donor prospects, or fund decision-makers to build relationships and raise funds on behalf of the BA.
4. Develops strategies, set timelines, and oversee the generation of high-quality, effective proposals to foundations and major donors, Christian Science-related organizations, and branch churches, and teams with the Capital Campaign Manager in coordinating this.

#### Planned Giving

1. Develops, implements and markets a Planned Giving program for the Benevolent Association and ensures that the program becomes an integrated part of the overall development effort.
2. Gives oversight to the development and production of on-line communications and printed materials to market the Planned Giving program, including the drafting of articles that highlight planned gift opportunities for BA publications. Adheres to each state's regulations for marketing charitable gift annuities.
3. Keeps current on state registration requirements for issuing charitable gift annuities. Updates spreadsheet on state registration requirements as needed.

#### Donor Recognition

1. Develops and implements a best-practice donor stewardship plan for development programs (including strategies to meet annual goals for Sustaining Circle and Legacy Circle, an effective and timely gift acknowledgment process, and an appropriate donor appreciation/recognition plan).

#### Public Relations, Communications and Marketing

1. Develops marketing strategies to support the success of fundraising and engagement endeavors and oversees implementation by marketing department.
2. Regularly reviews and evaluates development marketing, publications, and website content to ensure they support the BA's goals and reflect the BA's standard.

#### Database Management

1. Responsible for the maintenance of the BA database.
2. Gives oversight to and is fully knowledgeable about gift processing, entering and posting donations, proper receipting, balancing income with the Business department, and generating reports. Monitors the recording and use of restricted donations.

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In accordance with the Benevolent Association's team philosophy, carries out or assists with other tasks in addition to those listed in the job description.

#### **Qualifications:**

1. Required: Must be a class taught member of The Mother Church by an authorized teacher of Christian Science, and an active member a branch church or a local member of The Mother Church. The Director of Development Officer will have an understanding of and metaphysically support the purpose and mission of the Benevolent Association.
2. Required: A Bachelor's Degree in Business Administration, Communications, or related degree with a minimum of five years progressive fundraising experience.
3. Preferred: Master's Degree in Business Administration, Communications or a related field with a minimum of ten years progressive fund raising experience.
4. Demonstrated:
  - Experience in raising or participating as a member of a team that has raised a minimum of \$1M in private sector funds annually to support an organizational operating budget
  - Understanding of fundraising, communication, and marketing principles and best practice
  - Ability and willingness to cultivate donors and prospects and solicit funds through personal contacts
  - Experience in managing a development program
  - Proven ability to manage and lead staff and volunteers.
  - Ability to relate positively to persons in multi-cultural and multi-generational communities.
  - Ability to speak and write effectively with grace and diplomacy
  - Ability to listen effectively – to clearly understand the speaker's intent and respond appropriately.
  - Strong organizational and financial management skills.
  - Ability to plan and work within a department budget.
  - Proficiency in MS Office and database management software.
  - Extraordinary interpersonal skills necessary to work closely with trustees, donors, staff and volunteers.