



## **STARS Development Director**

**Title:** Development Director

**Reports to:** Executive Director / Deputy Executive Director

**Position Status:** Full-Time / Year Round

**Salary:** Competitive, based on experience

### **Position Summary**

The Development Director is a full time, benefited position that is responsible for planning, organizing, and directing all of STARS fundraising including the major gifts program, annual fund, planned giving, grants, fundraising events and capital campaigns. The Development Director works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors.

### **Duties and Responsibilities:**

- Meet prospective donors and supporters on a continual basis to establish effective communications with them
- Grow a major gifts program including identification, cultivation and solicitation of major donors
- Oversee grant seeking including research, proposal writing, and reporting requirements
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies
- Direct the annual fund program, including mailings and annual fundraising drives
- Direct capital campaigns and other major fundraising drives
- Coordinates special events
- Oversee prospect research
- Work closely with the Executive Director, and Board of Directors to set fundraising goals and to prospect for new donors
- Make public appearances/accept speaking engagements to share information about STARS programs with the community
- Develop marketing plans for each fundraiser
- Oversee marketing and communication to all donors
- Prepares monthly reports and other data as requested by the Executive Director
- Oversee Staff – Board Development Committee meetings
- Oversee donor database; ensures that donor's gifts are properly recorded and acknowledged
- Supervise all other fundraising staff
- Oversee creation of publications to support fundraising activities
- Maintain gift recognition programs
- Demonstrate professional conduct at all times
- Additional duties as assigned by ED

**Requirements:**

- Passion and commitment for STARS mission
- Strong interpersonal and writing skills
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising
- Possess the skills to work with and motivate staff, board members, and volunteers
- Have the desire to get out of the office and build external relationships
- Can work effectively and efficiently under pressure and timelines
- Ability to be flexible, creative and adaptable to a variety of situations
- Mature and professional demeanor when communicating with Donors, Volunteers and Co-workers.
- Possesses the utmost respect and trust in regard to confidentiality
- Must be a self-starter with a goal-oriented work ethic to initiate donor visits and fundraising calls
- Be organized and exhibit follow-through on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Proficient in Microsoft Office (Word, Excel, PowerPoint & Outlook)
- Commitment to a positive, fun and team-oriented working environment

**Education and Experience:**

- College Degree
- Five or more years of professional development experience
- Three or more years of experience with grant writing preferred

**Physical Requirements:**

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, climb or balance, talk or hear.
- Occasionally required to stoop, kneel, crouch or crawl.
- Occasionally lift and/or move a minimum of 10lbs without assistance.
- Must be able to successfully manage multiple tasks in a fast paced and sometimes noisy environment.
- Frequently required to maintain a sitting position in front of a computer monitor for many hours each day.

**Work Environment:**

- Fast-paced, highly interactive office environment with moderate to high noise levels.
- Some evenings, overnights and weekends required.

**Equal Employment Opportunity (EEO) Policy**

STARS is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law.