



## Development Director Job Posting

**Job Summary:** The Development Director is a full time, exempt, salaried position. The Development Director is responsible for oversight of planning, organizing and directing all of Ronald McDonald House Charities of Idaho's fundraising activities and donor stewardship, including corporate/organizational development, leadership and major gifts, annual fund, grants, and events. The Development Director works closely with the Executive Director, fundraising and marketing committees of the Board of Directors, oversees special event coordinator & event committees in their work and oversees development staff in activities generating awareness and support. The position directly supervises all development and communications staff.

### **Primary Duties & Responsibilities:**

#### **• Fundraising/Donor Development**

- Develop, implement and evaluate the organization's annual development and fundraising plan, including strategy and goals for individuals, corporations, major gifts, foundations and special events.
- Supervise and lead development personnel in accordance with RMHC policies and procedures. Collaborate with them to meet annual goals. Using an Individual Performance Plan, develop employee contributions and goals setting that supports organizational goals, and conduct annual staff performance reviews that provide context and framework for improvement.
- Direct the Special Events Coordinator and Director of Community Engagement in Eastern Idaho, planning and implementation of fundraising events and projects as they relate to the annual plan; support the development team in establishment and oversight of the event committees; support and oversee all development staff.
- Manage and provide staff support for the Fundraising Committee on Fundraising Strategy.
- Participate in and offer leadership to business development group for the organization.
- Manage annual fund and major gift solicitations, setting and documenting goals and developing opportunities to enhance and expand these programs.
- Research grant opportunities and write grant applications when appropriate.
- Identify and propose new fundraising opportunities to benefit RMHC.
- Be familiar with the RMHC donor database and work closely with Development team to produce reports to work from for trends, donor relations and prospecting donor data.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- Develop, enhance and oversee RMHC donor recognition, including acknowledgements, donor appreciation societies, events and opportunities.
- Develop and manage the annual expense and revenue budgets for fundraising programs, events and projects.

#### **• Public Relations/Community Relations**

- Supervise and direct the Communications Coordinator and participate in the Marketing Committee to ensure appropriate digital and collateral support and messaging for fundraising events, major donor engagement and annual programs

- Provide necessary content details & support for marketing materials to allow for overall content creation
- Act as a staff liaison between the Fundraising and Marketing Committees to ensure proper communications

### **Minimum Qualifications:**

- Must have a Bachelor's Degree with course work in general areas of communications, business, administration, and must have 3-5 years' experience development, fundraising and supervising.

### **Knowledge, Skills & Abilities:**

- Must have excellent written and verbal communication skills and proficiency with donor database, word processing and publishing programs
- Previous success in major gifts, donor relations, developing or executing fundraising events, campaigns and evaluating results
- Previous experience working with staff and volunteers in a supervisory capacity
- Excellent presentation, public speaking and community relation skills
- Demonstrated problem-solving, creativity and decision making skills
- Flexible in work functions and duties and respond to changing priorities
- Inspired leadership and management skills
- Motivated self-starter who can manage multiple tasks and meet deadlines
- Has the ability to exercise authority and sound decision making
- Attend and provide input for all staff trainings and meetings
- Must maintain high confidentiality and understand working with private and sensitive data

### **Salary and Benefits:**

Salary range starts at \$72,000 and is commensurate with experience. RMHC Idaho promotes health and well-being and offers a benefits package that includes medical, dental, and vision insurance, with a Simple IRA plan.

### **Required Application Material:**

Please submit a cover letter indicating your interest and qualifications for the position, and attach a resume that includes employment history to Mindy Plumlee at [mindy@rmhcidaho.org](mailto:mindy@rmhcidaho.org)