



JOB DESCRIPTION

Job Title:	Director of Development
Date Updated:	June 2008
Reports To:	Executive Director
Division:	Administration
Department:	Development
Classification:	Exempt

PURPOSE OF POSITION: This position develops, implements, manages and expands the fund raising activities of CHMO; and works to develop and cultivate a strong donor base that will guarantee the Agency's financial independence, stability, and future growth. Performs all duties in a manner, which reflects the mission, philosophy and policies of Covenant House.

SUMMARY OF DUTIES: (Responsibilities to include but not limited to the following:)

- Initiate, launch, and manage a fundraising program that raises the visibility of CHMO with all constituencies and promotes a positive image of the Agency and the services it provides.
- Assist in creating and maintaining a positive public image that helps to generate a steady flow of volunteers to meet the needs of the agency.
- Identify, cultivate, and solicit corporations and foundations whose giving interests coincide with the needs of CHMO.
- Oversee research of corporations and foundation prospects.
- Determines potential long-range effects of fund raising strategies by developing a three-year plan of future resources to help guide decision-making.
- Assist in generating the financial resources to meet the Agency's needs beyond those met by the national direct marketing campaign.

- Develop and monitor an annual budget for the Development Division.
- Plan and implement donor recognition events.
- Assist in creating special events for CHMO.
- Develop donor constituency; seek out possible donors and funding sources.
- Develops and administers Policies and Procedures related to Development and Fund Raising.
- Monitors communication with donors.
- Maintains proper contact with Covenant House Corporate office in order to coordinate fund raising activities.
- Weekly meetings required with Program Directors and Director of Finance to ensure established budgetary revenue and expenses for all corporate, foundation and government grants are understood. Prepare reports on progress as required (minimum quarterly).
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This position is responsible for supervising two employees within the development department.

WORKING RELATIONSHIPS: Regular internal contact with all CHMO staff, occasional outside contact with vendors and suppliers, and regular contact with outside agencies, the public and the community.

KNOWLEDGE AND SKILLS:

Education: Bachelor's degree in related field.

Experience: 5 plus years of progressively responsible experience in corporation and foundation solicitation.

Experience in corporate and foundation solicitation.

Knowledge: Computer literacy. Proficient in Windows environment.

Excellent organizational and interpersonal skills.

Strong written and verbal communication skills.

Excellent communication and problem solving skills.

Ability/flexibility to travel when required.

Excellent attention to detail and ability to meet deadlines.

Work Environment/Physical Demands:

- Considerable concentration.
- Frequent interruption.
- Moderate noise level.
- Moderate traveling between sites.
- Moderate sitting, walking, standing and considerable eye strain.

I understand that the statements included in this document are intended to describe the general nature and level of work being performed by individuals in this position, and that they are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Further, this job description does not state or imply that this is a contract between the individual in this position and Covenant House Missouri.

Employee Signature and Date: _____