



Development Director Job Description

The Development Director is responsible for planning, organizing, and executing Resilient Retreat's annual fundraising plan and capital campaigns in support of our mission. The Development Director will report directly to the Executive Director. Given that Resilient Retreat is a new organization, the Development Director will have the opportunity to leave a lasting impact on the financial stability of the organization.

Responsibilities:

- Through applying best practices, develops and executes Resilient Retreat's annual fundraising plan and applicable capital campaigns
- Builds relationships in the community to create awareness and engagement in Resilient Retreat's work
- Manages media and public relations efforts to promote and grow the organization's programs
- Maintains oversight over all fundraising activities including major gifts, grants, events, and capital campaigns
- Create and manage a "moves management" system and donor data base, through which prospects are actively identified, qualified, cultivated, solicited, and stewarded.
- Works with the Board of Directors, including the fundraising and finance committee, on all development-related activities
- Coordinate and engage other staff to ensure messaging is effective as spokesperson and fundraisers
- Approaches all work with a trauma-informed perspective

Qualifications:

- A passion for the Resilient Retreat vision and mission
- Bachelor's Degree, CFRE or ACFRE accreditation is preferred
- A minimum of 7 years of progressively successful fundraising experience
- Experience in donor cultivation and grant writing
- Proven track record of raising funds from diverse sources, including major gifts and annual giving from individuals, foundations, corporations and government agencies
- Knowledge of and connection to the local funding community
- Experience in communications, marketing and public relations
- Demonstrated excellence in organizational, managerial, and communication skills
- Experience with donor management software, such as Raiser's Edge, Wealth Engine or other similar donor management databases
- Strong interpersonal skills, including a good energy level and comfort dealing with all levels of individuals
- A high level of personal initiative and integrity
- Excellent oral and written communication skills

Salary:

Starting at \$70,000