



POSITION DESCRIPTION:

## Director of Development

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*This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.*

**DEPARTMENT:** Administration

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**REPORTS TO:** Executive Directors

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### POSITION SUMMARY

*Mission:*

*To welcome to the wilderness all people who have been called, equipped, and sent by God, and to share the rhythms of Word and Sacrament; work, recreation, and study; intercession and healing.*

The Director of Development will oversee Holden Village's donor relations and will be responsible for planning the fundraising strategy, working with the Board of Directors and Development Committee to determine priorities, and direct the implementation of all fund raising activities. He/she cultivates relationships with our current and prospective donors and supporters and actively engages in acquiring gifts.

**MAJOR FUNCTIONS** (principal duties and responsibilities; such as client/categories supported, staff size, volume managed, etc)

*Specific responsibilities include but are not limited to the following:*

- Lead the strategic development of financial resources for sustaining, capital and legacy gifts
- Work with Board of Directors Development Committee to plan, prioritize, implement Holden Village's fund raising strategy
- Provide support and counsel to the Holden Village Executive Directors in developing initiatives and strategic plans to advance Holden Village's development effort and achieve goals
- Develop and maintain a portfolio of 50-75 high net worth individuals under active management in a prospect management system
- Ability to make personal face-to-face calls on prospects and donors to secure outright gifts in support of the mission of Holden Village
- Organize fund-raising initiatives and direct volunteers and staff in the implementation
- Be able to represent the development goals and vision of Holden Village to the public
- Cultivate relationships with the community, volunteers, and both current and prospective donors
- Supervision of staff including the areas of annual gifts, donor relations, database, gift processing and recording
- Develop charitable estate planning and legacy opportunities
- Provide timely tracking, recognition and reporting of donors
- Build awareness of Holden Village outside of its current community, identify new supporters and donors, and create revenue from new sources
- Administer and oversee securing grants from corporations, foundations, and public agencies
- Oversee maintenance of the organization's donor tracking database
- Work with and supervise the development writer to create online and print materials related to fund raising and outreach

- Provide development reports and updates for Directors and Board
- Percentage of work time, on average, spent in the Village 25% Outside the Village 75%

**KNOWLEDGE AND SKILLS REQUIREMENTS** (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

*Specific knowledge and skills include but are not limited to the following:*

- BA/BS
- Five plus years fund development experience including experience in major and/or planned gifts
- Strong communications and presentation skills including the ability to address small and large groups with informative materials and to persuasively convey the mission of Holden Village
- The ability to earn the confidence of a wide range of internal and external constituents
- Established background in coordinating nonprofit donation strategies and staff/volunteer leadership
- Proven track record of raising funds from diverse sources including capital, annual, small gifts, endowment, events
- Ability to write creatively and to formulate gift proposals
- Understanding of estate planning techniques and gift planning methods in order to generate major gifts, both present and deferred, for Holden Village
- Familiar with donor databases and other fundraising technology
- Strong customer-service mindset and commitment to accountability
- Ability to represent Holden Village at special functions and other appropriate events
- Commitment to the mission, vision and values of Holden Village
- A creative, organized, focused and goal-oriented personality coupled with a high level of initiative, energy and ability to work independently and collaboratively