



Director of Development Job Description

Reports to: Executive Director
Location: Administrative Office
Hours: M-F, some evenings and weekends
FLSA Status: Exempt

Mission Statement

Wilkinson Center transforms the lives of Dallas families by providing pathways to self-sufficiency with dignity and respect.

Overview

The Director of Development is responsible for planning, organizing, and directing all of Wilkinson Center's fundraising activities including the annual fund, capital campaign, planned giving and major gift programs, and fundraising events. The Director works closely with the Executive Director and the Board of Directors in all development and fundraising efforts and oversees the Development department, made up of three additional team members.

Major Duties and Responsibilities

Leadership, Administration, & Supervision:

- Serve as part of the executive team helping execute the organization's mission and strategic plan
- Model behavior that reflects a high level of integrity consistent with the organizational culture
- Manage the day-to-day operations of the development function, including supervision of other development staff
- Provide thought leadership to the organization as an expert in fundraising best practices
- Translate annual organizational fundraising goals into executable plans
- Develop and manage the Development Department's budget
- Provide regular reports on fundraising progress
- Support major gift cultivation and other fundraising activities of the Executive Director and Board of Directors

Partner Cultivation, Solicitation & Stewardship:

- Responsible for raising \$2-\$3M annually
- Manage donor strategy and analysis with both an internal and external lens
- Conduct proactive donor cultivation and stewardship planning and execution
- Oversee the execution of fundraising events
- Direct capital and other major fundraising campaigns
- Identify, cultivate, and solicit major donors
- Build the planned giving program with a focus on deferred gifts such as bequests
- Develop proposals and budgets and deliver presentations via email, phone, and in person
- Maintain gift recognition programs
- Direct the annual fund program, including mailings and annual fundraising campaigns

- Oversee the organization's donor information within the fundraising database and tracking systems
- Oversee creation of marketing materials to support fundraising activities
- Secure public speaking opportunities for organizational leadership

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A./B.S.) from a four-year college or university required. At least five years of related fundraising experience required.

Competencies

- Ability to motivate staff, board members and other volunteers toward common goals
- Self-motivated to spend time within the greater Dallas community, build external relationships and initiate donor visits
- Ability to communicate with all levels of personnel, stakeholders, and supporters
- Positive attitude, demonstrating concern for people and the community, a professional presence, self-confidence, sound judgement and active listening skills
- Appreciation and respect for principles of diversity, equity, and inclusion
- Ability to set goals and take accountability for outcomes
- Ability to work independently, manage multiple projects while effectively maintaining a high degree of professionalism and confidentiality in a team-oriented, complex environment
- Write clearly and concisely, using proper grammar, vocabulary, and appropriate tone for a message or audience and speak in a clear, articulate manner

Skills

- Creative, innovative, flexible, with excellent analytical skills
- Ability to read, analyze, apply astute understanding, and to carry out instructions in written or oral form
- Ability to professionally present the organization's mission, programs, and goals through effective storytelling
- Ability to gather, assess and present mathematical data and research as it relates to the organization
- Ability to define problems, collect data, establish facts, draw valid conclusions, and solve practical problems
- Proficient in Microsoft Office applications (Excel, PowerPoint, Word and Outlook)
- Ability to work with donor database programs (DonorPerfect a plus)
- Ability to use basic office equipment and the ability to learn and use other software as necessary

Compensation and Benefits

Wilkinson Center is an equal opportunity employer and is committed to equity and transparency in its hiring practices. The minimum base salary for this position is \$80,000. The compensation package will be commensurate to experience and qualifications. This position is exempt.

Other Qualifications

Criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

Physical/Mental Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to work at a desk and computer screen for extended periods of time, use the wrists, hands and/or fingers. The employee is occasionally required to stand, walk, climb, balance, lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment is representative of those an employee encounters while performing the essential functions of this job. The environment requires close proximity to other employees, frequent interruptions, extended periods of time viewing a computer screen, and noise levels from moderate to high. There may be activity from other employees of a distracting nature.

Modification of Duties and Essential Functions

Wilkinson Center retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

Application Process

Wise Resource Development has been retained to lead the recruitment of the Director of Development for Wilkinson Center. Wise Resource Development is a nonprofit consulting agency specializing in recruiting skilled fundraising professionals. To apply, submit cover letter, resume, a minimum of five professional references and salary requirements to admin@wiseresourcedevelopment.com. No phone calls please. Only those candidates receiving interviews will be contacted.