Position Title: Development Director
Division: Joshua M. Freeman Foundation
FLSA: Exempt
Reports To: Executive Director
Direct Reports: Gift Processing Coordinator, Development Associate, Seasonal Development Assistant
Date Last Revised: 11/3/2019

As a member of the senior management team, the Development Director is responsible for all aspects of fundraising, including annual fund support from individuals, corporations, foundations and government agencies. Additionally, the Development Director will lead all initiatives for grants, sponsorships, special events, planned giving, endowment funding and capital campaigns. Community relations and volunteer services activities are also important tasks for the Development Director.

He/she works closely with the Executive Director and with the Board to sustain current fundraising initiatives and develop strategies to broaden fundraising potential to support the Joshua M. Freeman Foundation and its vision. The position is responsible for guiding Board and staff in building strong relationships within the regional fundraising community, throughout the State of Delaware, Maryland and the nation. The Development Director works closely with the Joshua M. Freeman Foundation Board of Directors to coordinate fundraising activities and further expand the scope of the Development Committee.

**Core Values Accountabilities**

The Development Director is accountable to provide leadership within the organization and to live, model and teach the core values. We are committed to setting the standard for:

- **Community:** We whole-heartedly welcome all.
- **Connection:** We create positive environments and build strong relationships.
- **Innovation:** We are an outlet for creativity, collaboration and transformation.
- **Service:** We focus on the person and deliver game-changing outcomes.
- **Excellence:** We passionately commit to its pursuit.
- **Celebration:** We have fun and honor success.

**Standing Accountabilities**

**Strategic Operations**

- Develop and execute the JMFF annual fundraising plans and initiatives.
- Prepare department’s strategic plan with short- and long-range goals to meet the Joshua M. Freeman Foundation’s funding objectives.
- Advise, prepare, and support the Executive Director and Board Members in fundraising to maximize the effectiveness of Joshua M. Freeman Foundation’s fundraising and community outreach efforts.
• Create and manage a program for the identification, qualification, cultivation, solicitation, and stewardship of existing as well as prospective individual, corporate, foundation, government and other major donors.
• Develop and execute planned giving program.
• Oversee the planning and execution of fundraising events such as exhibition openings, major performances, the Galas, golf tournaments, corporate and sponsor recognition events, and provide direction and oversight to ensure maximum net financial and institutional results from such efforts.
• Identify grant opportunities for the foundation and apply for grants that will meet and/or exceed the Foundation’s revenue budget goals. Manage all aspects of grant compliance and reporting.
• Represent the Joshua M. Freeman Foundation at community events, as needed.

Relationship Development and Sustainability
• Develop and manage a portfolio of relationships with existing supports and help forge new relationships to build the Foundation’s visibility, impact and funding pipeline.
• Appoint, lead, evaluate, and manage development volunteers.
• Work closely with the Executive Director to serve the organization’s top-most donors and board members and to support stewardship strategies of these donors.
• Work actively with the Board to fundraise in the community.

Administration
• Prepare and administer department budget, projecting and monitoring goals for both revenue and expense.
• Establish development policies, systems, and procedures, with a special emphasis on ethical standards for soliciting and reporting gifts and for exceeding the expectations of individual, corporate, foundation and government donors.
• Coordinate with the Executive Director and Marketing Director to ensure integrated marketing and development activities and develop publications and fundraising materials.
• Oversee delivery of all donor recognition.
• Management and data entry of the appropriate use of donor software, ensuring donor privacy, data accuracy and timeliness of reporting.

Key Performance Measures
• Meet or exceed budgeted fundraising goals.
• Retention of current donors and net growth of new donors.
• Timely processing of department reporting.
• 95% or above customer satisfaction on fundraising and special events, galas, etc.
• Retention of fundraising volunteers.

Knowledge, Skills and Abilities Required
• Creative, energetic and persuasive entrepreneurial style
• Results oriented professional
• Ability and desire to work in a fast-paced environment with regular interaction with many stakeholders
• Knowledge of the local communities served by the Foundation, along with available resources and/or connections.
• Ability to communicate both verbally and in written form in an accurate, concise, professional and effective manner
• Ability to lead efficient productive and professional meetings and discussions
• Ability to work well with trustees, business people, grantees, colleagues and partners
• Attention to detail is critical
• Perseverance and adaptability
• Ability to travel within the regional area and infrequently outside the Mid-Atlantic
• Some weekends and evenings work required

**Required Experience/Abilities:**
• Bachelor Degree with 5 plus years of senior development and community relations experience preferably with a non-profit or arts organization.
• Successful track record in individual and major giving.
• Excellent writer, creative and strategic thinker with ability to articulate Foundation mission, programs, and present the Foundation in a compelling and effective manner
• Ability to represent the Foundation in donor conversations and to identify and cultivate new donors
• Entrepreneurial spirit, integrity and a sense of humor
• Familiarity with issues related to arts and education trends, understanding of and belief in the Foundation mission
• Excellent multitasking and organizational skills.
• Strong interpersonal skills.
• Ideal candidate is proactive and collaborative.
• Must be discrete and able to maintain confidentiality.
• Excellent customer service skills.
• Superior written and oral communications skills.
• Proficient in computer skills including MS Office.
• Demonstrated success in soliciting and securing major gifts from individuals, corporations, foundations and government sources is essential.
• Knowledge of contact management systems, databases, research or other donor relations tools
• Ability to work independently and as part of a team. Ability to establish and maintain effective working relationships with manager, employees, volunteers, donors and the public.
• Valid Driver’s license

**Physical Requirements**
• Sitting throughout the day, working with a computer
• Driving
• Standing for 4 hours a day or more.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Position descriptions may be modified at the discretion of the Foundations at any time with or without notice to incumbents currently in the position. All reasonable efforts will be made in order to notify incumbents of position description changes. Reasonable accommodations will be made for those qualified incumbents with a disability, as stated under the ADA. For more information or to request a reasonable accommodation, please contact Human Resources.
The incumbent must be able to work in a fast-paced environment with demonstrated ability to prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

Incumbents within this position may be required to assist or find appropriate assistance to make accommodations for disabled individuals, including clients, visitors, employees and others, in order to ensure access to the organization’s services.

To apply please email a cover letter and resume to Bernadette Dowling:
bernadette@freemanfoundation.org