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**Development Director**

Job Title: **Development Director**

Function:

* Provides strategic counsel to board, develops and coordinate fundraising, marketing and outreach for all programs and projects of organization.
* Works closely with the Executive Director to institutionalize these functions for the organization.

Reports to: Executive Director

**Duties and Responsibilities:**

* Identifies and cultivates new corporate and community support sources
* Assists in writing and submission of grants
* Coordinates sponsorships for fundraising events
* Develops and supervises Event Planning Committee on events
* Implements and organizes the Business Connection Program
* Meets with Congregations and community organizations to recruit volunteers/sponsors
* Collaborates with community groups to strengthen and expand the coalitions (businesses, churches, neighborhood groups)
* Works with Resource team to set goals
* Develops and executes a marketing plan with Executive Director
* Schedules and participates in health fairs, meetings or events as necessary
* Assists with writing and updating content for website and newsletter
* Maintains information and stewardship of outreach activities
* Negotiates practical tailored and valuable funding opportunities for potential and current individual donors

**Experience**:

The Fund Development Officer should hold a college degree, preferably a graduate degree or have a minimum of five years of experience directly related to the essential functions of the position, and be able to demonstrate proficiency in these areas:

* cultivating mutually beneficial relationships
* Managing multiple projects and initiatives simultaneously
* Knowledge and practice of fund development, including donor cultivation and stewardship
* Knowledge and practice of communications (internal and external) as well as media relations
* Experience working with and leading staff and volunteers
* Preferred experience with major gifts and endowment planning

This is a salaried exempt position of 40 hours per week/with fulltime benefits. **Salary range is $45,000 to $60,000 based on experience.** *Senior Access will consider applicants for this position without regard to age, race, color, ethnicity, gender, or handicapping conditions. Senior Access is an equal opportunity employer.*