



# MISSIONS INC.

## PROGRAMS

HART HOUSE HOME FREE MISSION DETOX CENTER MISSION LODGE MISSION NURSING HOME SMITH LODGE

## Position Description

**TITLE:** Development Director

**REPORTS TO:** Chief Executive Officer

**STATUS:** Exempt; full-time

### Job Summary

The Development Director is responsible for day-to-day fundraising for Missions, Inc., creating and implementing plans to achieve the organization's mission, meet its annual contribution goals, and prepare it for a capital campaign. Working with the Chief Executive Officer, the Director provides leadership for fundraising strategies, including cultivating individual donors, managing events, overseeing grants and developing corporate relationships. This position is a front-line role, responsible for the annual fund, major gifts, direct mail, and stakeholder engagement initiatives. S/he is a member of the senior management team and oversees a full-time development associate/grants writer.

### DUTIES AND RESPONSIBILITIES

#### Donor Strategy, Relationship Management and Solicitation

- Establish annual fundraising plan to meet charitable revenue goals set by the Board of Directors
- Act as primary relationship manager for 10-15 individual and private, family foundation major gift donors to cultivate gifts of \$25,000+
- Create a prospect pipeline of major gift donors through existing and new relationships
- Coordinate the involvement of staff, Board members and volunteers as appropriate to advance the fundraising potential of Missions, Inc., and provide background information and solicitation materials to other staff and volunteers as needed
- Create written and e-appeals sent to prospective contributors
- Establish/revise annual fundraising event to generate gifts and new prospects
- Support fundraising committee of the board

#### Donor Communication, Cultivation and Stewardship

- Create donor communications materials to support major gift activities, including fact sheets, concept papers, presentations and proposals and stewardship materials
- Establish a regular method to update and recognize donor through print and e-communication
- Design and manage cultivation events (volunteer experiences, facility tours, receptions, etc.) for individual donors

#### Department Management and Reporting

- Oversee grants management process for state and county government contracts in collaboration with Associate Director; oversee grant writing staff
- Establish system to record, report and reconcile donor contributions, including grant reports, in compliance with applicable state and federal laws
- Ensure timely donor receipts and acknowledgements
- Prepare regular reports against annual goals
- Other duties as assigned

## **QUALIFICATIONS**

1. Education/Certification
  - Bachelor's degree in business, marketing, non-profit leadership or related field
  - CFRE designation preferred
2. Knowledge and skills:
  - Five years of demonstrated fundraising experience; or experience in marketing, sales, public relations, financial advisement or related field with emphasis on relationship cultivation and solicitation of individuals/businesses
  - Demonstrated high level communications and interpersonal skills and success in working in teams
  - Excellent customer service skills
  - Exceptional ability to listen and receive input from others
  - Basic knowledge of organizational and program planning and budgeting
  - Intermediate to advanced Microsoft Office Suite computer skills
  - Experience with constituent management relationship software
  - Health care or human services organizations fundraising experience preferred
  - High integrity and ability to maintain confidences
  - Ability to speak publicly about the mission and services of Missions, Inc.
3. Special abilities required:
  - Passion for and commitment to the mission and goals of Missions, Inc.
  - Experience with government grants and contracts preferred
  - Attention to detail and strong project management skills
  - Ability to take initiative and follow through on tasks with minimal supervision
  - Professional attitude and appearance
  - Vehicle, valid driver's license and ability to drive required for attendance at off-site meetings, presentations and events

## **PHYSICAL DEMANDS**

- Ability to sit at a desk and work on a computer and phone for long periods of time
- Ability to travel when needed.
- Ability to occasionally lift 20 lbs.

## **ORGANIZATION CONTACTS**

- Executive Team members
- Board of directors
- Program directors and managers
- Donors
- Vendors and other contractors
- Volunteer and Interns

**TO APPLY**

Send application/resume and letter of interest to:

Human Resources

Missions Inc. Programs

3409 E. Medicine Lake Blvd

Plymouth, MN 55441

Email: [HR@missionsinc.org](mailto:HR@missionsinc.org)

Application form: [www.missionsinc.org](http://www.missionsinc.org)

Deadline: February 23, 2018

Updated: January 23, 2018