

Greens Bayou Corridor Coalition
Development Director
Job Description

Job Title: Development Director

Position Reports to: Executive Director

Status: Contract

To Apply: Send resume and cover letter to rlindsey@greensbayou.org. No phone calls.

JOB SUMMARY:

The job of Development Director is to increase funding for Greens Bayou Corridor Coalition (“The Coalition”) so it may expand services in the area along the Greens Bayou Corridor. The Development Director is responsible for all aspects of fundraising in cooperation with the Executive Director, including (1) maintaining current funding and developing new sources funding; (2) strengthening and nurturing The Coalition donor base; (3) maintaining orderly fundraising records; (4) working with staff, Executive Director and board of directors on development projects and initiatives.

JOB DUTIES:

1. *Fundraising*

- a. Increase funding for The Coalition so that it may expand staff and services
- b. Create and execute a long-range funding plan
- c. Develop new sources of funding, especially major donors, corporations, foundations and government agencies

2. *Donor Development*

- a. Cultivate relationships with foundations, corporations, individual donors, and prospective donors through visits, phone calls, correspondence, and special events in order to strengthen and nurture The Coalition’s donor base
- b. Involve the Executive Director in the above activities
- c. Maintain The Coalition database of donors
- d. Assist the Executive Director in upgrading donor database software
- e. Create “thank you letter,” involving Executive Director and Board as appropriate

3. *Membership*

- a. Assist Executive Director with communication to existing members in order to maintain membership levels.
- b. Cultivate relationships with potential members to build on current membership levels

4. *Events*

- a. Work with Executive Director in identifying, planning, and executing fundraising events
- b. Secure sponsorships from local businesses and organizations for special events
- c. Secure donations for door prizes, gifts, etc.

SKILLS & QUALIFICATIONS:

- Proven track record of business, corporate and community gift solicitation on a personal basis
 - Capacity to achieve superior results working independently and as a member of the leadership team
 - Excellent written, oral and interpersonal communication skills
 - Self-directed, self-assured and comfortable approach with diverse individuals and groups
 - Excellent organizational and problem solving skills with the ability to balance and prioritize multiple tasks
 - Ability to work a flexible schedule including events scheduled on evenings and weekends
 - Ability to work from home or remote locations as needed with minimal office support
 - Reliable transportation, full use of automobile, possession of valid driver's license and automobile liability insurance
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