



POSITION DESCRIPTION

Job Title: Development Director
Responsible to: Executive Director
Type of Position: Full-Time Exempt

PRIMARY OBJECTIVE: The Development Director is responsible for advancing the mission and sustainability of The Open Link through strategic resource development and relationship management. The Development Director provides leadership for a comprehensive development program that includes annual giving, major gifts, foundation and corporate support, sponsorships, special events, planned giving, capital campaigns, donor stewardship, and community engagement.

Working closely with the Executive Director, Board of Directors, Development Committee, staff, volunteers, donors, businesses, foundations, faith communities, and other community partners, the Development Director builds and sustains relationships that generate philanthropic support for The Open Link's programs, services, and long-term organizational priorities.

RESPONSIBILITIES:

1. Develop and implement a multi-year development strategy tied to organizational strategic priorities.
2. Builds and maintains a pipeline of prospective donors, foundation, corporations and sponsors.
3. Forms moves-management process to identify, qualify, cultivate, solicit and steward donors.
4. Develops and implements strategies to acquire, retain, upgrade and reactivate donors, with particular emphasis on building long-term donor relationships.
5. Develops opportunities for planned giving and legacy philanthropy and works with appropriate professional advisors, organizational leadership and Board members to cultivate prospective legacy donors.
6. Researches, writes foundations grants and provides annual reporting to funders.
7. Develop a grant funding calendar and pipeline with target goals, reporting information, outcomes and future fundraising potential.
8. Responsible for training, coaching, and holding board members accountable for fundraising.
9. Plans and executes fundraising events, leading the Board and Development Committee in these fundraising activities.
10. Accountable for all giving metrics for The Open Link, including total contributed revenue, annual fund revenue, donor retention rate, new donor acquisition, average gifts, grant success rate, cost per dollar raised and monthly progress towards annual goal, as well as capital campaign progress.
11. Works closely with the Executive Director to develop proposals, cases for support and other materials in preparation for key stakeholder discussions.
12. Supervises the Marketing Manager, Volunteer Coordinator and Office Coordinator.
13. Attends outreach and community events on behalf of The Open Link, representing the organization in a professional manner.
14. Manages fundraising database, expanding its use as a philanthropy tool capable of supporting donor growth strategies.
15. Participates in the feasibility study and other preparation for a capital campaign.
16. Works with Capital Campaign Chair and committee to meet fundraising goals in defined period of time.
17. Assists ED in making outreach presentations in the community including civic, religious groups, etc.

18. Maintain the highest standards of professionalism, integrity, confidentiality and ethical fundraising practices.
19. Other duties as assigned.

Qualifications:

- Minimum of 3-5 years or progressive professional development/fundraising experience with demonstrated, measurable results.
- Demonstrated success in individual giving, donor cultivation, stewardship, grant development, corporate sponsorship, or other areas of resource development.
- Experience with major gifts and individual donor cultivation
- Grant writing and foundation relations
- Corporate sponsorship/business development
- Board engagement and volunteer leadership
- Fundraising strategy and planning
- Donor database management and data analysis
- Excellent interpersonal and relationship-building skills
- Ability to make a direct fundraising ask
- Exceptional organizational and project-management skills
- Ability to work independently and meet measurable goals
- Discretion in handling confidential donor information
- Commitment to ethical fundraising practices
- Ability to represent The Open Link effectively with community leaders and donors

EDUCATION:

- Bachelor's degree in nonprofit management, business, communications, marketing, public relations, fundraising, or a related field **preferred**.
- Equivalent combination of education, professional development, and demonstrated fundraising experience may be considered.

Executive Director

Development Director

Date