



## **DIRECTOR OF DEVELOPMENT**

**POSITION PROFILE:** The Director of Development (DOD) provides leadership for the development, planning, and implementation of donor relations. The DOD must be prepared to assist in finding donor prospects; a process that involves analyzing factors that predict a donor's ability to give. The DOD should possess a good working knowledge of the Michiana Community, its leaders, and funding sources, both public and private. The position of DOD requires an ability to collaborate and communicate effectively.

### **RESPONSIBILITIES AND DUTIES:**

1. Work closely with the President/CEO on all aspects of donor relations and fund development
2. Coordinating the major gift program and communications between prospects and Ryan's Place
3. Determining the direction of your major giving program.
4. Attend meetings with the Capital Campaign Committee.
5. Selecting major gift prospects for cultivation
6. Building relationships with major donor prospect
7. Soliciting donation from major gifts prospects
8. Designing an effective major gift donor stewardship program and strategy
9. Work with the President/CEO and any business or organization wishing to raise funds on behalf of Ryan's Place.
10. Assist with other public relations and community relations responsibilities as appropriate
11. Have a working knowledge of Adobe Creative Suite, Canva, & Trello.
12. Assist Events Coordinator with special events.
13. Assist CEO with grant applications.

### **CONGRUENCE WITH AGENCY MISSION:**

1. The DOD is expected to know and support the mission of Ryan's Place in a professional manner.
2. The DOD is expected to maintain client confidentiality of families, volunteers, and professional staff at all times.

### **JOB REQUIREMENTS:**

1. Bachelor's degree, or higher, from an accredited college or university with a major in communications, business/public administration, marketing, journalism or a closely related field preferred.

2. Three or more years of experience in fund development, marketing, public relations, fundraising, event coordination, or a closely related field preferred.
3. Demonstrated excellence in oral and written communications, organizational skills, and follow-through.
4. Some travel required. Must have a valid driver's license, a good driving record, and an available vehicle.
5. No evidence of criminal activity involving a dependent or any violent criminal activity.
6. Work independently while accepting direction from the President/CEO.
7. Others duties as assigned by the President/CEO
8. All employees of Ryan's Place must be able to lift/carry 35 lbs. in weight, and have the ability to access Ryan's Place offices, which are located on the second floor of a building with no elevator. Ryan's Place will be moving to a new location in Goshen in July/August 2025.

### **SCHEDULE AND HOURS**

1. It is expected that the DOD's schedule may vary depending on activities scheduled for any particular week. The DOD will adjust his/her schedule as needed to meet the needs of the organization.
2. This position is a fulltime, exempt position.

### **ORIENTATION AND SUPERVISION:**

The President/CEO will provide orientation to the agency including:

- Personnel and other agency Policies and Procedures.
- Additional orientation information to provide information on our donor data base
- Coordinator with sufficient knowledge to effectively do the job tasks assigned.
- The Development Director will report to the President/CEO.