



## Job Announcement

Posted: June 7, 2018

### *Development Director*

<b>Job Title &amp; Code:</b>	Development Director (Exempt)
<b>Job Hours:</b>	Full Time
<b>Salary:</b>	\$2,115 - \$2,960 semimonthly DOE
<b>Benefits:</b>	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

**We are looking for a fundraising superstar! Interested in leading a development team for a \$16m organization (fundraising goals of \$1.5m and 4 major events per year)? Have new ideas? Enjoy doing things differently? Consider joining ACCESS, Jackson County's Community Action Agency celebrating its 42<sup>nd</sup> year. ACCESS has come a long way in those 42 years, but we always want to do more. Your fundraising expertise, great connections, abilities to increase major giving, planned gifts, strategic and effective fundraising efforts might just be what we need – and just the challenge you're looking for.**

#### **Position Summary**

Under the guidance of the Executive Director, this position is responsible for individual major gift fund raising and related activity on behalf of ACCESS. The Development Director will have responsibility for identifying, cultivating and soliciting major gift prospects, as well as developing a fund-raising planning process to accomplish development goals. The successful candidate for this position should expect to be out of the office visiting with prospects and donors approximately 25% of the work week. In addition, this position will be responsible for overseeing events, endowment, planned giving, and donor recognition.

#### **Position Duties & Responsibilities**

- Work with staff and volunteers to develop and implement plans to increase major gifts received, including prospect identification, cultivation, solicitation and stewardship strategies.
- Responsible for managing current donors. In addition to moving mid-level donors up to major donors (gifts of \$1,000 or more annually).
- Manage an individual portfolio of 100-125 new prospective donors. Participate in all aspects of the gift cycle:
  - Initiate contacts with current and potential donors
  - Develop appropriate cultivation strategies, including working with volunteers and/or other staff
  - Move potential donors in an appropriate and timely fashion toward solicitation and closure
  - Make solicitations when appropriate, including planned gifts
  - Maintain stewardship contacts with donors
- Provide timely and accurate planning and progress reports to the Executive Director and volunteer committees as appropriate.
- Directly supervise employees and carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Responsible for or participates in preparing and updating budgets and grant proposals. Manage budget/grant funds and authorize/review contract payments and program expenditures. Develop proposals for additional funding and personnel; gathering and compiling data as well as preparing reports.



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- Represent ACCESS to the general public, including but not limited to public speaking, media interviews, and outreach to various constituencies. Represent ACCESS on boards and committees in furtherance of program priorities.
- Representative for the Development Council of the Board.
- Work with Marketing team to prepare communications materials targeted to donors. Including marketing of planned giving program.

#### **Position Requirements**

- Belief in ACCESS' mission to help people help themselves.
- Bachelor's degree with relevant experience; or equivalent experience in related field. Equivalent experience in major or planned gift fund raising may be substituted for the educational requirement.
- Minimum three years successful experience in major or planned gift fund raising.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Excellent communication and interpersonal skills with a demonstrated record of accomplishment in these areas.
- Excellent computer skills, including thorough knowledge of Microsoft Office.
- This position is required to have a work issued cell phone (in lieu of a cell phone other similar options are available per the agency Cell Phone Election Form).
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

#### **Apply by Submitting Application, Cover Letter, & Resume To**

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email [jzomerdyk@accesshelps.org](mailto:jzomerdyk@accesshelps.org)

Visit [www.accesshelps.org](http://www.accesshelps.org) for more information