

## JOB DESCRIPTION

**TITLE: Director of Development**

**DEPARTMENT: Development**

**STATUS: On-Site/Full-Time/Salary**

**REPORTS TO: VP of Philanthropy/ CEO**

### **Position Summary/Objective:**

The Director of Development's responsibility will focus on planning, organizing, and at the discretion of the VP of Philanthropy direct all fundraising initiatives to secure financial support for Crazy Horse Memorial Foundation. This role drives revenue through major gifts, annual campaigns, fundraising, and special events. The Director of Development implements the strategies set by the VP of Philanthropy, supports relationship building within the department, leads the on-site Development team, working collaboratively with the VP of Philanthropy, CEO, and Board of Directors, and communicate effectively with Gift Officers to build a culture of philanthropy and ensure long-term sustainability. This is an on-site, Development office supervisory position.

### **Job Duties**

#### **Fundraising Strategy and Planning:**

1. In collaboration with the VP of Philanthropy, develop and implement annual development plans to meet or exceed revenue goals.

#### **Donor Cultivation and Stewardship:**

1. Build and maintain relationships with current and prospective individuals and foundation donors.
2. Implement the donor strategy set by the VP of Philanthropy.
3. Audit current portfolios to enhance established donor engagement, researching and utilizing best practices.

#### **Special Events:**

1. Direct the planning and execution and evaluation of signature fundraising events and donor cultivation events.

#### **Development Operations:**

1. Implement strategies set by the VP of Philanthropy to the Development staff to ensure data integrity and accurate reporting within the donor database.
2. Work in collaboration with the VP of Philanthropy and staff to define and standardize core fundraising metrics to be used in data driven decision-making.
3. In collaboration with the VP of Philanthropy, collaborate with Media/Marketing to develop compelling donor communications and marketing materials assuring alignment across the organization.

### **Required Education/Experience/Competencies**

1. 5+ years of experience in non-profit fundraising, with a proven track record of securing major gifts and managing multiple revenue streams.

2. Demonstrated ability to lead a team and work collaboratively with the Board of Directors.
3. Exceptional written and verbal communication skills, including the ability to write compelling proposals and speak persuasively.
4. Proficiency in donor management software, as well as Microsoft Office.
5. Bachelor's degree in business communications, or non-profit management preferred
6. This is an on-site position with occasional travel as directed by the VP of Philanthropy.
6. Other duties as assigned and trained for.