Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Director of Development</th>
<th>Classification:</th>
<th>Full-time, Non-Exempt</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Programs</td>
<td>Supervises:</td>
<td>1</td>
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<tr>
<td>Supervisor:</td>
<td>Chief Executive Officer</td>
<td>Date last revised:</td>
<td>October 7, 2021</td>
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</tbody>
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Organizational Overview: Big Brothers Big Sisters of Central Arkansas works to defend, ignite, and empower the inherent potential of youth through one-to-one mentoring relationships.

Essential Job Function: The Director works closely with The Chief Executive Director and the Board of Directors in all development and fund-raising endeavors. The Director of Development will plan and implement a development and fundraising program to provide for the short- and long-term needs of the organization. Their duties include planning fundraising events, interacting with former donors to encourage ongoing contributions and seeking out opportunities for financial support through grants and sponsorships.

Supervisory Responsibilities:
- Oversees the financial development office and staff.
- Assigns, plans, and oversees the work of departmental staff.
- Conducts performance evaluations that are timely and constructive.

Duties/Responsibilities:
- Works with the Executive Director to determine the mission, purpose, and priorities of the organization.
- Sets annual monetary goals and budgets according to short- and long-term goals.
- Establishes fundraising objectives for the organization, setting one year, five year, and longer-term goals.
- Maintains a list of potential financial donors including corporations, foundations, and individuals.
- Produces relevant and informative fundraising literature for distribution to previous donors and the public.
- Researches potential sources of, and applies for, grants and public funding.
- Oversees the fundraising process and maintains records of receipts and disbursements of funds.
- Plans fundraising events that effectively communicate the purposes of the organization.
- Performs other related duties as assigned.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
• Grow a major gifts program including identification, cultivation and solicitation of major donors.
• Oversee grant seeking including research, proposal writing, and reporting requirements.
• Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
• Direct the annual fund program, including mailings and annual fundraising drives.
• Direct capital campaigns and other major fundraising drives.
• Coordinate fund raising special events.

Required Skills/Abilities:
• Extensive knowledge of fundraising strategies and principles.
• Excellent management and supervisory skills.
• Excellent written and verbal communication skills.
• Excellent interpersonal skills.
• Knowledge of tax planning principles and techniques that favor charitable giving.
• Proficient in Microsoft Office Suite or similar software.

Education and Experience:
• Bachelor’s degree in Finance, Accounting, or similar field required.
• Five years of experience in fundraising for a nonprofit organization highly preferred.

Physical Requirements:
• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.

Salary/Benefits:
Competitive/commensurate with experience and other qualifications.

Contents may be subject to change to meet the needs of the organization.

To apply email Raymond at rlong@bbbsca.org