



Higher Ground Job Description

Position Title	Director of Development
FLSA Status	Exempt
Reports To	Executive Director
Compensation	DOE: Salaried plus benefits and bonus structure

The mission of Higher Ground (HG) is to enhance quality of life through therapeutic recreation and education for people of all abilities. Reporting to the HG Executive Director (ED), the HG Director of Development (DD) is responsible for planning, overseeing, and directing all of the organization's fundraising and development endeavors, including the major gifts program, annual fund, planned giving, events, and capital campaigns.

Position Responsibilities

General/Administrative

- Work with ED to develop and manage the annual development plan and longer-term strategic, nationwide development plan
- Supervise and manage team of development staff
- Oversee relationships with business partners and sponsors
- Oversee donor database, including donor and gift recordkeeping
- Stay abreast of changing goals and interests of individual, corporate, and foundation philanthropy to allow the organization to respond to shifting priorities
- Create office systems to support all fundraising projects and operations
- Work with ED to develop annual operating budget related to philanthropic needs
- Oversee record keeping, gift processing system, and reconciliation of revenue
- Submit monthly fundraising notes and financials to Board of Directors
- Serve as staff lead for Development Committee
- Demonstrate professional conduct at all times
- Perform other related duties as requested

Marketing/Communications

- Work with marketing staff and web designers to ensure collateral and website include donor-focused content
- Oversee social media and online giving efforts
- Supervise design of major solicitation and outreach material targeted to donors
- Make public appearances and accept speaking engagements to share information about the organization throughout the community

Fundraising Efforts

- Establish, monitor, and achieve fundraising goals and objectives, to be determined in collaboration with ED and Board of Directors
- Plan and execute all development and fundraising activities

- Initiate and lead the development and adherence to fundraising policy recommendations
- Meet prospective donors and supporters on a continual basis to establish effective relationships with them
- Oversee a major gifts program in collaboration with the Director of Philanthropy
- Oversee grants program, including grants research, proposal writing, and reporting requirements
- Direct the annual fund program, including mailings and annual fund drives
- Oversee fundraising events in collaboration with the Development Manager
- Maintain gift recognition programs
- Work with program staff to fold opportunistic interests into grant and donor proposals
- Evaluate effectiveness of fundraising programs and securing gifts at various levels
- Support the Board of Directors in their fundraising efforts
- Articulate development goals consistent with HG mission
- Develop strategies to educate, market, cultivate, solicit, and steward all donor constituencies

Qualifications:

- Uphold and embrace the Higher Ground brand and mission
- Strong interpersonal and writing skills
- Have knowledge and experience in fundraising techniques
- Possess the skills to work with and motivate staff, Board members, and HG stakeholders
- Have the desire to get out of the HG office and build external relationships
- Be technologically proficient, especially in donor databases
- Be goal driven
- Demonstrate follow through and organization in tasks and reporting requirements
- Display a positive attitude
- Exhibit good listening skills
- A minimum of a bachelor's degree
- Minimum five years' experience in development and fundraising, with experience managing a team

Key Interfaces:

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| • Executive Director (supervisor) | • Director of Operations |
| • Director of Philanthropy | • Board of Directors (serve on development committee) |
| • Development Manager | • Private donors and foundations |
| • Development Coordinator | • Program Directors |
| • Marketing Manager | • Business Partners |
| • Director of Finance | |

Position Scope:

- Number of Employees Supervised: 4-6
- Number of Volunteers Supervised: Directly: 10-15 Indirectly: Hundreds
- Annual Budget Accountability: ~\$350,000

- Geographic Information: Flexible on home location; proximity to large airport a plus. Frequent travel to HG office in Sun Valley, Idaho, required. Additional domestic travel as needed.

Physical Requirements:

- Traveling to represent the organization at meetings, fundraisers, and special events related to the mission of the organization
- Regularly interacting with donors, partners, and participants
- Occasionally lifting equipment and gear up to 50 pounds
- Being flexible and adaptable in successfully managing the organization's fundraising growth

The above statements are intended to describe the general nature of work performed by the employee in this job. Specific duties and responsibilities may vary by position.