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| <b>Job title</b>         | <i>Director of Development</i> |
| <b>Employment Status</b> | <i>Full-time</i>               |
| <b>FLSA Status</b>       | <i>Exempt</i>                  |
| <b>Reports to</b>        | <i>President and CEO</i>       |

### Job purpose

- Directs and coordinates the agency's philanthropic efforts.
- Identifies and cultivates funding sources for operating and program support.

### Duties and responsibilities

- Represent and share the agency's mission, vision and strategic plan.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Direct annual fund program such as for Giving Tuesday, Holiday Drive, general donations, and end of year campaigns.
- Work closely with CFO, CEO, and Board of Directors.
- Make public appearances/accept speaking engagements to share information about the Kids' Voice of Indiana with the community.
- Serve on the Board Development Committee and attend meetings and lead strategic objectives.
- Oversee fundraising database and tracking systems.
- Collaborate with other fundraising and development staff and volunteers as needed.
- Maintain donor and gift recognition programs.
- Planning and executing annual fundraising events such as Monday Night Madness, Go Blue Gala and others, including creating/managing planning committees as needed for events.
- Develop sponsorship plan for agency and events.
- Collaborate with development team on regular agency newsletters.
- Oversee Marketing & Communications Coordinator.
- Develop, manage and research portfolios for board, CEO and other frontline fundraisers.
- Develop and implement annual development plan and strategy with assistance from CFO, CEO, and development team. Monitor goals, timeline, and metrics on a regular basis.
- Other duties as assigned as the above list is intended to describe the general nature and level of work being performed in this position. They are not an exhaustive list of all responsibilities and duties. Position may require completion of duties outside of normal responsibilities from time to time to fulfill agency mission.

## Qualifications

- Embrace and commit to the mission, values and goals of Kids' Voice of Indiana.
- Have strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques.
- Possess the skills to work with and motivate staff, board members, and volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Have obtained a bachelor's degree.
- Experience in professional fundraising and/or proof of established community connections.
- Understanding of and ability to create budgets.
- Must be able to work flexible hours.
- Must have a valid driver's license and have your own vehicle and be properly insured.
- Strength of character, honesty, humor, and flexibility is important.
- Capacity to work well under pressure.
- Proficiency in prioritizing and managing multiple, diverse, and ongoing projects.
- Collegial, collaborative style necessary.

## Working Conditions and Physical Requirements

This job operates in a professional office environment, home office, and outside of office settings. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines. This job is hybrid and could require some evenings and possibly weekends.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee may be required to stand, walk, use hands, handle or feel, reach, lift, and carry with hands and arms and may be required to drive and transport.

## Direct Reports

This position oversees the Marketing & Communications Coordinator.

## Salary and Benefits

Starting Salary \$75,000

Benefits include, but are not limited to, a generous leave policy, excellent family health insurance, a 401(k) plan, and the camaraderie of a team of committed advocates for social, racial, and economic justice.

Interested candidates should send their resume to Lindsay Scott, President and CEO at [lscott@kidsvoicein.org](mailto:lscott@kidsvoicein.org).

*Kids' Voice of Indiana is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, gender identity, gender expression, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Kids' Voice makes hiring decisions based solely on qualifications, merit, and business needs at the time.*