



## **Job Description**

### **Associate Executive Director for Development**

*Effective March 1, 2020*

**Reports To:** Executive Director

**Directly Supervises:** Development Coordinator, Development Associate

**Status:** Full-Time

**FLSA:** Exempt

#### **Job Summary**

The Associate Executive Director for Development is responsible for planning, organizing, and providing oversight to all of Princeton Senior Resource Center's fundraising including, the major gifts program, annual fund, planned giving, special events and capital campaigns. The Associate Executive Director for Development works closely with The Executive Director and the Board of Trustees in all development and fund-raising endeavors.

#### **Essential Functions**

- Develop and execute the annual funding plan for PSRC
- Develop and maintain ongoing relationships with major donors including identification, cultivation, and solicitation of new major donors
- Oversee capital campaigns and other major fundraising drives
- Oversee special events with the support of the Development Coordinator
- Build a planned giving program with a focus on deferred gifts, bequests, etc.
- Develops a monthly dashboard to measure development activity and provides regular written reports to the Executive Director and the board
- In consultation with the Executive Director and the Board Development chairperson, sets strategic objectives to increase board participation in meeting fundraising goals
- Manage and oversee the development portion of the Sales Force database, including oversight of staff responsible for data entry and gift processing

#### **Other Responsibilities**

- Leads staff meetings with Development staff
- Attends meetings of the Executive Team and the Staff Leadership Team
- Meets regularly with the Executive Director and attends board and committee meetings as requested; staffs the board development committee and special campaign committees alongside the Executive Director
- Assists with PSRC special events

- Other tasks as assigned by Executive Director

### **Minimum Qualifications**

- Bachelor's Degree
- 5 years minimum experience in professional fundraising
- Demonstrated experience working with leadership volunteers implementing major gift or capital campaigns
- Demonstrated excellence in organizational, managerial, and communication skills
- Familiarity with Sales Force or similar database
- Possess skills to work collaboratively with and motivate staff, board members, and volunteers

### **Physical Requirements**

- Must be able to sustain long periods of time seated at a computer/desk
- Must be able to communicate effectively and hear/respond to in-person or telephonic conversations

### **Core Competencies**

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, and values of Princeton Senior Resource Center
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with board, staff, volunteers, etc.; builds appropriate rapport particularly with board, staff, donors, and prospective donors
- **Project Management:** Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeping team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems
- **Fundraising:** Thinks innovatively about new sources for funding the work of PSRC; coordinates and executes venues for fundraising; willing and able to ask others for financial support; builds relationships with key stakeholders and the community
- **Strategic Management:** Is future oriented and can visualize the larger picture of where the organization is heading and the development needs associated with organizational growth; identifies and prioritizes strategic development directives consistent with the vision of PSRC; creates effective breakthrough objectives to carry out development strategies, balancing risk with desired outcomes
- **Supervising Work:** Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes the workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.

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Drew A. Dyson, Executive Director

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Date

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Date