

THE SALVATION ARMY JOB DESCRIPTION

Job Code – Title:
Director of Development
Area Command

Employee Name:

Department
Development

Location:

Job Family:
Development

FLSA:
Exempt-Administrative

Reports to:
Area Commander

Direct Reports:

Revision Date:
10/8/12

Job Summary:

Strategically plans, implements and oversees the Community Relations and Development team and function for the Area Command, including donor communications and cultivation (direct marketing); print, broadcast and social media (Community Communications); special events, United Way, Advisory Organizations (interaction at Area Commander's direction).

Raises funds through major gifts generated from individuals, corporations and foundations for a designated Area Command. Develops and nurtures a Donor Portfolio and Moves Management Plan and maintains accurate and timely donor records and reports in Interchange. Establishes and maintains effective donor relationships and communication. Serves as liaison to local commanding officers and Advisory Organization members as well as other Development staff at the Area Command, Divisional and Territorial level in order to achieve development goals. Must be or become passionate about the Mission of The Salvation Army, and clearly state personal commitment to it.

Essential Functions:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Personal Donor Fund-Raising Goals And Responsibilities (___%)

Raises funds to enable the mission of the Salvation Army in the assigned Area Command.

Aggressively develops and nurtures a Donor Portfolio of donors and prospective donors including individuals, foundations and corporations in the Area Command.

Completes, revises and implements a Moves Management plan for every donor and prospective donor on the Donor Portfolio.

Responds to inquiries and communications from donors, officers, Advisory Organization members, the Area Commander, Divisional Development and Divisional Resource Development Director and Planned Giving Director in a timely, professional and appropriate manner.

Works to raise monies and meet the prescribed goals as determined and approved by the Area Commander;

Manages the use of Interchange; inputs donor information into Interchange regularly

Long-Term Development & Planning Responsibilities (___%)

Researches, writes, and places proposals and applications for funding with individuals, foundations, and corporations.

Works to implement and successfully complete the Development Dashboard (strategic plan) as prescribed by the Area Commander, focusing on Donor Care; Field Care; Team Care; Professional Growth; and Production.

Establishes and implements a Ministry Profile for each corps, service center, program and service as assigned.

Leadership Responsibilities (___%)

Works closely with the Area Commander to determine local funding needs and program and services offered for presentation to donors and prospective donors.

Works closely with the Advisory Organizations (Boards, Councils, Committees and Women's Auxiliary, (as available)) to ascertain potential and current funding sources; community and business leaders and influencers, and faith-based opportunities.

Meets regularly with Advisory Organizations (Boards, Councils, Committees and Women's Auxiliary to present current Command needs, opportunities, and to celebrate successes.

Ensures CRD Team's use of Interchange

Ensures CRD Team's professional growth

Ensures CRD Team's attainment of production goals

Daily Administration & Management Responsibilities (___%)

Represents The Salvation Army professionally and appropriately (think Mission) in a variety of settings and events. Records such representations in Interchange.

Attends and participates in the annual Territorial Development Conference or other assigned and approved (Area Commander) development conference.

Works to ensure that all presentations, proposals, applications, and both oral and written communications meet the language standards expected and are in compliance with Salvation Army policies and procedures, and, are in compliance with local, state, and federal regulations.

Enters donor data for the assigned Donor Portfolio, including donor contact, gift, communication and Moves Management planning information into Interchange, the mandated donor management system. Donor data entry must follow the approved Business Rules, Policies and Procedures for Interchange.

Other Responsibilities:

Performs other duties as assigned.

Materials and Equipment:

General Office Equipment

Personal Computer

Knowledge, Skills and Abilities:

Knowledge of current principles and practices of individual, corporate, and foundation fund-raising and communication techniques.

Knowledge of donor records management and administration as well as data and trend analysis.

Knowledge of the principles and practices of public relations.

Ability to research, solicit, and secure funds from individual, corporate, and foundation relationships in accordance with established Salvation Army practices and policy, established personal goals and in compliance with The Salvation Army's policies as well as local, state, and federal legislation.

Ability to build and maintain effective working relationships with the development team at the local, divisional, and territorial levels of the organization.

Ability, with a proven track record, on successful leadership of a Community Relations and Development Team.

Ability to motivate, manage, mentor and celebrate each individual of the Team, to their fullest capacity.

Ability to build and maintain effective donor relationships.

Ability to maintain accurate and up-to-date donor records in Interchange.

Ability to interpret The Salvation Army policies, and local, state, and federal laws as they relate to fund raising.

Ability to maintain the security and accountability of donated assets.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience

Bachelor's degree from an accredited college or university in Business Administration, Marketing or a field related to the goals of the Resource Development Department, and

Three years major gift fund-raising experience,

or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Certifications:

Valid State Driver's License

Physical Requirements:

Manual dexterity

Ability to sit, walk, and stand on a frequent change basis in order to perform the duties of this position.

Ability to lift objects weighing between 25-50 lbs.

Ability to travel throughout the Division on a regular basis to work with donors/prospects, and professionals of their communities.

Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts with noise, dust, dirt, and the like.

Working Conditions:

Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts with noise, dust, dirt, and the like.

Statement of Purpose

This document provides descriptive information about the above Salvation Army position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. The Salvation Army reserves the right to make changes to this document as deemed necessary without providing advance written notice.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date