

Dillon International
JOB DESCRIPTION

TITLE: Director of Development

DEPARTMENT: Development

REPORTS TO: Executive Director

STATUS: Full-Time, Exempt

BASIC FUNCTION: To identify, qualify, cultivate, solicit and steward major and annual donors and donor prospects, for the purpose of securing financial support for the domestic and inter-country adoption programs and services of Dillon. Donors and donor prospects will include individuals, foundations, churches and other organizations. The primary region is the greater Tulsa area with a secondary emphasis on current and prospective donors out-of-state. Also, this position will secure financial support for the fundraising events of Dillon International.

RESPONSIBILITIES/TASKS:

NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, etc.

- *1. Develop and implement comprehensive annual and long-term development plan.
- *2. Identify, develop, direct, manage and oversee development activities, including individual giving, annual giving, special events, major gifts, web-based giving, direct mail, planned giving and grants.
- *3. Identify and cultivate new relationships with the donor community, including corporate, foundation, church and individual donors.
- *4. Provide ongoing nurturing of donors including calls, letters and meetings.
- *5. Manage ongoing outreach for individual, foundation and corporate donations for humanitarian aid programs, including but not exclusive to companies who have operations in countries in which we work.
- *6. Research, identify, write and attend meetings regarding grant proposals for everyday operations as well as for special projects and humanitarian needs.
- *7. Manage grants calendar, including research, identifying, and submission of grants for agency needs.
- *8. Develop and manage development department budget effectively. Manage program resources to ensure they are used efficiently and appropriately.
- *9. Supervise Development staff, which includes work allocation, training and problem resolution. Evaluate performance and make recommendations for improvement; motivate employees.
- *10. Manage all aspects of fundraising event planning and execution, including timeline, budget, volunteers, fundraising, and event logistics.
- *11. Develop fundraising letters and oversee all fundraising mass mailings and various development mailings including mid-year and year-end fundraising letters.

- *12. Develop fundraising reports as required and on an annual basis.
- *13. Manage donor database and donor software.
- *14. Identify and meet with donors regarding funding needs.
- *15. Travel to and from meetings and events.
- *16. Seek out and obtain 12 continuing education hours each year as required by our state licensing office and Hague.
- *17. Travel as required domestically and internationally to support programs and work.
- *18. Maintain compliance with all Dillon policies, procedures and requirements. Maintain compliance with all domestic and international laws and regulations.

Numbers 1-10 are considered Primary Duties for this job.

POSITION EXPERIENCE & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

- 1. Requires a Bachelor's degree in related field and 3-5 years of non-profit development experience.
- 2. Requires experience in proposal writing for local and national foundations.
- 3. Requires excellent organizational, interpersonal, oral, and written communication skills.
- 4. Requires ability to work with sensitive and confidential information appropriately.
- 5. Requires ability to speak, read and write English proficiently.
- 6. Requires ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to donors, organizations, corporations, not-for-profit and for-profit agencies, families, birth mothers and family, international agencies, staff/faculty, various organizations, cultural identities, board and council members.
- 7. Requires ability to administer and report budgets.
- 8. Requires ability to be a self-starter and self-motivated as well as appropriately prioritize projects and tasks.
- 9. Requires ability to travel to various geographic locations to include foreign countries with overnight stays.
- 10. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Dillon's insurance policy.
- 11. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information.
- 12. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
- 13. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.

14. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
15. Requires ability to listen, hear, talk, use hand to type or handle and feel, and to reach with arms and hands for prolonged periods of time.

POSITION CRITICAL SKILLS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Planning and Organizing. Establish a course of action for oneself and/or others to accomplish specific goals. Plan proper assignments for personnel and appropriately allocate resources.
2. Leadership. Create and communicate a clear a vision/ goal, gain alignment with appropriate stakeholders, and foster a supportive climate that will achieve the desired results.
3. Project/Program Management: Effectively direct and integrate all aspects of a project or program, ensure that work progresses toward achieving goals and objectives.
4. Self management. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.
5. Communication. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure.
6. Research. Effectively identify, collect, organize, and document data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.
7. Willingness to Learn. Assimilate and apply new job-related information promptly.
8. Creative & Innovative Thinking. Develop innovative ideas that provide solutions to all types of workplace challenges. Involves adapting traditional or devising new approaches, concepts, methods, models, designs, processes, technologies, and/or systems. Includes a willingness to take fresh perspectives and risks in his/her thinking and seeking out fresh ideas from a wide variety of sources.
9. Ethics & Integrity. Consistently earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. Includes meeting commitments and promises.

POSITION CRITICAL BEHAVIORS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. Critical Thinking. The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action
3. Bias for Action. The propensity to act or decide without customary analysis or sufficient information to achieve critical goals or objectives. Includes responsible risk-taking.
4. Self-Starter. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
5. Service Orientation. Make efforts to listen to and understand the client, anticipate needs and give high priority to satisfaction.
6. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions.
7. Thoroughness. The ability to balance an attention to detail with the cost and benefit of doing so.
8. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

NOTE: Dillon International, Inc. complies with all the employment provisions of the Americans with Disabilities Act.

The purpose of Dillon's job description is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

I acknowledge receipt of this job description.

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

Employee Name

Date