



## DIRECTOR OF DEVELOPMENT

### POSITION DESCRIPTION

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#### POSITION PURPOSE:

The Director of Development is responsible for the planning, development, and execution of a comprehensive fundraising strategy for Groundwork Jacksonville (GWJax). The position leads ongoing fundraising activities including annual giving, major gifts, special events, and capital campaigns. It fosters and stewards relationships with individuals, corporations and foundations to generate significant charitable gifts and grants for the organization. This position reports directly to the CEO and works closely with the Board of Directors and Development Committee to develop financial goals and approaches to increase fundraising efforts. The Director of Development also champions and promotes the mission of GWJax out in the community and with current and potential donors.

#### DUTIES AND RESPONSIBILITIES:

- Build and implement an annual development strategy to achieve annual fundraising dollar goals.
- Identify, cultivate, solicit and steward new and existing major gift donors.
- Successfully secure five, six and seven figure gifts on behalf of the organization.
- Work closely with the CEO to prioritize donor activity, determine solicitation strategy and effectively utilize CEO's time.
- Develop an extensive donor prospect list. Evaluate and segment the prospect list according to appropriate levels of giving
- Coordinate the work of the Development Committee. Establish meeting agendas, manage meetings, and distribute meeting minutes and action items.
- Maintain a master development calendar to maximize cultivation events and keep the Development Committee on track.
- Develop all appropriate donor correspondence including gift proposals, meeting requests, and meeting follow ups.
- Properly track donor information and engage with current and prospective donors through thoughtful research and timely stewardship.
- Prepare meeting objectives and presentation materials in advance of donor meetings and solicitations.
- Develop a multi-channel annual giving program that conveys the organization's needs in a compelling manner and results in new charitable support.
- Support the successful planning and execution of all fundraising events.
- Prepare effective letters of appreciation for donors and follow procedures for the proper receipt and acknowledgement of gifts.



- Oversee recognition at different levels of giving, emphasizing donor stewardship and relationship building.
- Provide monthly financial reports regarding goals, initiatives and fundraising progress.
- Serve as a public speaker and representative of GWJax at community events.

**QUALIFICATIONS:**

To be successful, an individual must be able to perform each job duty satisfactorily.

***Education and Experience***

- Bachelor’s degree in Marketing, Business, Communications, or related field
- Three to five years of fundraising experience with proven experience managing major gift and capital fundraising programs
- Previous success in personally identifying, cultivating and closing gifts from individual donors, corporations and foundations
- Experience working with high-profile volunteer leadership and senior executives
- Knowledge of best practices in nonprofit fundraising
- Proficiency in database management, Excel, Power Point, Word, other computer skills
- Experience managing campaigns, major gift solicitations and stewardship, donor recognition, donor databases, and special events

***Skills and Abilities***

- Excellent written, oral communication, and public speaking skills; must be able to communicate professionally, effectively and diplomatically
- Exceptional interpersonal skills required, ability to effectively connect with donors
- Very strong organizational skills and sense of self-direction
- Professional with excellent judgment who performs well within a fast-paced organization with many priorities
- Strong analytical skills; excellent attention to detail
- Must be able to establish, monitor and meet timelines.
- Must work well under pressure with demonstrated ability to juggle tasks, prioritize and manage multiple competing deadlines.

**TIME COMMITMENT:**

This is a full-time role and requires forty hours per week. Flexibility is necessary as some weekend and evening commitments may be required.

**CONTACT:**

To apply, for further information or to discuss this position, please contact John Erstling at [john@inspirephilanthropy.com](mailto:john@inspirephilanthropy.com) or 904.476.1470.



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