

JOB DESCRIPTION

JOB TITLE: Development Director

ORGANIZATION: Shore Leadership

REPORTS TO: President, Advisory Board of Directors

FLSA CLASSIFICATION: Independent Contractor (1099)

LEVEL OF WORK: Senior Management

APPROVED BY: _____

DATE APPROVED: _____

BACKGROUND

Shore Leadership is an independent leadership development program designed to broaden the knowledge base of mid- to senior-level public and private sector executives about the critical issues, challenges, and opportunities facing the region. Shore Leadership is a component fund of the Mid-Shore Community Foundation, a non-profit 501(c)(3) organization.

The Development Director works in partnership with the Advisory Board of Directors to **raise funds to support the** strategic direction and implementation of the organization's priorities in accordance with the organization's mission, vision, and desired impact. The Development Director will **raise funds, establish scholarships**, promote the organization, maintain, and enhance important relationships and develop new relationships and opportunities.

Position Summary

Shore Leadership is seeking an experienced Development Director who is passionate about our mission and able to **support** our organization with excellence. The Development Director will be responsible for working with the Advisory Board of Directors and committees, **as directed**, to **support** all aspects of the organization's operations, **through** fundraising and **financial development opportunities**.

The Development Director will be a passionate leader who inspires others to engage with our mission. They will work closely with the Advisory Board of Directors to ensure that the organization is fulfilling its mission and serving its constituents effectively. The Development Director will also be responsible for cultivating and maintaining relationships with key stakeholders, including donors, partners, and community leaders.

Our ideal candidate will be a motivational leader with a proven track record of success in development and fundraising for nonprofits or not for profits. They will be passionate about our organization's mission and committed to achieving our goals. The Development Director will be a strategic thinker who is able to balance short-term needs with long-term planning. They will have excellent communication skills and be able to represent our organization to a variety of audiences.

KEY RESPONSIBILITIES

While the detailed responsibilities may vary, the following are core/major responsibilities of the Development Director:

- Is the face and spokesperson for Shore Leadership across all sectors of the region – nonprofit, corporate, and government.
- Promotes, maintains, and expands effective relationships with donors, stakeholders, and community partners. Develops trusting relationships and works collaboratively across all sectors to advance the priorities of Shore Leadership.
- Provides strong financial leadership and fundraising capacity. Assists in building the financial health of the organization in line with the fundraising goals established by the Advisory Board of Directors.
- Provides leadership and support to the Advisory Board of Directors and its committees as well as reporting to the Advisory Board of Directors on the overall health of the organization.
- Promotes competency, quality, customer service, and the highest ethical standards throughout the organization.

SPECIFIC DUTIES

Governance

Maintain open and ongoing communication and provide support to the Advisory Board of Directors and committees so they have sufficient information and insight to make policy decisions and monitor the organization's health and performance.

Fundraising and Development: Steward a Healthy Organization

The Advisory Board of Directors has fiduciary responsibility for the organization. The Development Director will facilitate this by maintaining fiscal and budgetary accountability.

- Develop and lead the implementation of a comprehensive fundraising and development strategy that aligns with the organization's mission and goals, with a focus on securing major gifts, sponsorships, and individual donations.
- Identify and cultivate relationships with high-level donors, foundations, and other potential funding sources, working closely with the Advisory Board of Directors and other stakeholders to engage donors and secure major donations.
- Work with the Advisory Board of Directors and other stakeholders to establish fundraising priorities and opportunities, including annual giving campaigns, special events, and grant applications.
- Provide leadership and direction to staff and volunteers involved in fundraising and development activities, ensuring that all efforts are aligned with the organization's goals and priorities.
- Develop and implement donor stewardship plans to maintain strong relationships with donors and secure ongoing support, including regular communication, recognition, and engagement opportunities.

- Ensure that the organization raises enough funds to meet its annual goals, as established by the Advisory Board of Directors, and expand its mission reach and impact, monitoring and reporting progress toward fundraising goals and adjusting as needed.

Public Relations and Recruitment: An Ongoing Effort

Engage and encourage Shore Leadership participants to apply and participate in recruitment events.

- Outreach – Facilitate recruitment and relationship building events and activities with local organizations (such as Rotary, Chamber events, local leadership events, etc.), and make presentations to encourage potential applicants.
- Assists Recruitment and/or Selection Committee(s) to create and provide scholarship dollars and to assist with recruitment, as needed.
- Assists the Board as a spokesperson and represent the organization at public events and speaking engagements, as directed.
- Assist The Marketing Committee to develop and maintain relationships with media outlets and reporters to secure press coverage and promote the organization’s activities.
- Assist the Alumni Committee with fostering alumni engagement, as needed.

Board Development and Leadership

- In coordination with the board secretary and committee chairs, provide a monthly written report for the Board
- Serve as a servant leader to the organization.
- Attend and support all activities of the Advisory Board of Directors, whenever possible.
- Attend and support the activities of the working committees as needed.
- Model and promote the organization’s values and culture, setting a high standard for ethical and effective behavior in all interactions.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The Development Director (DD) will work remotely and will be required to furnish their own safe, ergonomic working space and equipment.

The DD will be capable of lifting (with help for bulky items and items over 40 pounds) and transporting program support materials from the office or storage facilities to and from the program locations.

The DD will be expected to travel several times every month to the various program venues throughout the nine counties of the Eastern Shore of Maryland. The DD will be physically capable of traveling and providing his/her own transportation to and from the various venues.

REQUIREMENTS OF THE POSITION

The Development Director must possess –

- Strong leadership development values and a solid understanding of the transformative impact leadership programs can have on an individual’s personal and professional well-being. Experience leading and/or participating in a leadership program a plus, graduate of Shore Leadership preferred.
- A charismatic leader and authentic and enthusiastic networker who embraces the opportunity to be the external face of the organization.
- Demonstrated experience raising funds from multiple sources, including corporate and individual.
- Experience working in a politically, economically, and culturally dynamic region.
- A solid track record of successfully working across multiple sectors (nonprofit, corporate, and government).
- Ability to effectively communicate, written and verbally, in a diverse environment across lines of culture, profession, gender, etc.
- An understanding of image building, marketing, and external relations.
- Ability to exercise good judgment and diplomacy.
- A solid track record of building inclusive programs or organizations.
- Connections to, and knowledge of, the Eastern Shore region.
- Bachelor’s degree required.

I have read this job description and understand my responsibilities. I will carry them out to the best of my ability. I further understand this job description is not all inclusive of every task and responsibility that I have or may be asked or required to perform.

Signature

Date