

Director of Development

The Director of Development will design and implement a comprehensive, goal-based, long and short-term plan for organizational advancement. This will include annual giving, corporate and foundation giving, major gifts, public appeals, targeted campaigns, stewardship, special events, and communications. This plan will increase revenues and support the mission of SAGE Eldercare. The Director will engage the organization's staff, Board, and volunteers in all fundraising procedures and activities, and will create a communication plan and materials, along with appropriate senior staff, to promote the organization.

RESPONSIBILITIES

- Work with Executive Director, Development Committee and Board to establish fundraising forecasts, develop calendars and action plans, manage the department budget, including income and expense projections, maintain accurate accounting of all department revenue sources, and prepare and present reports on a regular basis to the Executive Director and the Board.
- Oversee all fundraising activities including the Annual Fund - direct mail appeals, fundraising/cultivation events and other fundraising vehicles, establish and manage a corporate sponsorship program and oversee foundation support and grant submissions.
- Establish a major gifts program aligned with fundraising best practices and the culture of SAGE Eldercare.
- Build relationships with and manage a portfolio of prospects, including the identification, cultivation, solicitation, and stewardship of major gift prospects and donors, including current and potential Board members.
- Maintain collaborative working relationships with other members of the leadership team to ensure maximum support for marketing, communications, and fundraising throughout the organization.
- Provide direct support to the Executive Director, Development Committee and the Board in all fundraising initiatives.
- Oversee grant proposals and reports by building a program of ongoing cultivation of foundations, businesses/corporations, and other local organizations, increasing awareness of SAGE Eldercare and its programs, and creating a philanthropic climate for additional support of the organization.
- Maintain awareness of related changes in community needs and government regulations.

- Supervise and utilize donor management software according to fundraising best practices; ensure staff adherence to policies and processes.
- Work with Executive Director, Board of Trustees, and staff to identify fundraising and communication needs; design and implement a strategic plan to address these needs.

QUALIFICATIONS

- Bachelor's degree required, Master's preferred.
- A minimum of 5-7 years of development experience with progressive responsibility in development leadership, including work in all functional areas of development. Experience with campaigns a plus.
- Certified Fund-Raising Executive a plus.
- A demonstrated solid track record of successful frontline and major gift fundraising, management and meeting of financial goals.
- A self-confident, flexible, and extroverted style that can enliven, engage, and positively impact individuals and groups.
- A demonstrated ability to provide management oversight, leadership, and direction.
- A documented history of growing, modernizing, and further professionalizing an advancement function within a complex, mission-driven organizational environment.
- Exceptional planning skills, goal driven, and detail-oriented; ability to set and meet deadlines. Able to construct, articulate, and implement written annual development and communication/marketing plans.
- Excellent communication skills, both written and oral.
- Commitment and understanding of the mission and varied programs of SAGE Eldercare.
- Experience with fundraising software and databases, preferably Raisers Edge.
- Must be genuine and interested in developing and building long-term relationships.

EOE

Please submit resume to Angela Sullivan at asullivan@sageeldercare.org