

## Director of Development

---

### Position Description and Overview

The Director of Development will work directly with the Vice President of Development, and work closely with the CEO and Senator Elizabeth Dole to sustain and grow the Elizabeth Dole Foundation's fundraising program. The Director of Development for the Foundation should be an experienced, entrepreneurial, articulate and highly motivated professional with at least five years of experience in the non-profit fund development field. This position will foster relationships with key funding organizations and influential/philanthropic individuals to create enduring partnerships with The Elizabeth Dole Foundation. He/she will be held accountable for cycling those relationships inside a moves management system toward new sponsorships, grants and individual philanthropic gifts to the Foundation. The Director of Development will also have the opportunity to implement a new major donor program for individual donors that will officially be launched in 2019.

### Responsibilities

- Develop and execute fiscal year 2019 Fundraising Plan, to include donor acquisition, prospect research, cultivation, solicitation and stewardship strategies to increase revenues in support of The Elizabeth Dole Foundation and its mission
- In addition to the major gifts program, create annual giving programs to support all of the Foundation's revenue streams: Individual, Corporate Sponsorships, and Foundation Giving; Mid-level: Moving small gifts to larger gifts (i.e. monthly donor program); and Broad-based support: Direct Mail, Online Giving, and fundraising campaigns through Social Media
- Formulate/maintain VIP cultivation, communications, solicitations, and follow up strategies, to include the Foundation's Board of Directors and other key legislators and public leaders
- Work with the Board of Directors to maximize their personal and professional fundraising contributions
- Work with the Vice President of Development in the solicitation and implementation of any fundraising executables in conjunction with the Foundation's Heroes and History Makers signature fundraising event, annual conference with the Department of Veterans Affairs, as well as any additional major Foundation events
- Support the CEO and Senator Dole in any development and fundraising activities and donor follow-up
- Augment current Salesforce fundraising system capabilities, and develop and maintain a prospect profile, strategy and tracking/priority system

- Develop financial ask projections and dates by prospect, implementing external fundraising and wealth prospecting systems
- Develop and manage timelines for various fundraising activities to ensure plans and critical fundraising processes are carried out in a timely manner
- Sustain and expand the Foundation's in-kind revenue opportunities
- Identify grant opportunities and draft grant applications; coordinate with other members of the Elizabeth Dole Foundation team to outline funding priorities
- Develop and gain approval for an annual income and expenditure budget for the fund development program
- Monitor development expenses and analyze budget reports on fundraising; recommend changes and adapt as necessary
- Prepare regular reports on progress, budgets, acknowledgements, receipts and expenditure related to fundraising and the management of the fund development activities

### **Qualifications**

- Education: Minimum Bachelor's Degree – preferably in marketing, public affairs, fund development or related discipline
- Experience: Minimum five years of non-profit fund development
- Proven track record of achieving fund development goals; in-depth knowledge of fundraising management systems, major gift cultivation and stewardship, and grant proposal processes
- Communication skills: excellent written and verbal communications skills, with demonstrated ability to create clear and persuasive communications in both traditional and digital formats
- Software Proficiency: Adept at Microsoft Office products, and experience with Salesforce, Raiser's Edge, or similar CRM/Development databases
- U.S. military veteran or extensive experience and familiarity with military culture preferred
- Certified Fund Raising Executive (CFRE) designation is an asset, but not required

### **Location and Compensation**

- Position is based in Washington D.C.
- Full-time salaried position, based on experience and qualifications

**To Apply, please submit a cover letter and resume in PDF format to:**

Pavel Sullivan, Vice President of Operations  
 pavel@elizabethdolefoundation.org

*The Elizabeth Dole Foundation is an Equal Opportunity Employer*