



DIRECTOR OF DEVELOPMENT POSITION DESCRIPTION

REPORTS TO: Chief Executive Officer

SUPERVISES: Development and Communications Coordinator

POSITION PURPOSE:

Be a part of creating and caring for Jacksonville's most exciting and significant new urban park, the [Emerald Trail](#)! The Director of Development oversees all efforts to cultivate and advance pivotal relationships that support the goals and objectives of Groundwork Jacksonville (GWJax). The position is responsible for the planning, development, and execution of a comprehensive fundraising strategy for the organization including activities such as 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 GWJax. This position reports to the CEO and works closely with the Board of Directors and Development Committee. It also champions and promotes the mission of GWJax throughout the community and with current and prospective donors and partners.

DUTIES AND RESPONSIBILITIES:

- Build and implement an annual development strategy to achieve annual fundraising dollar goals as determined by the CEO and Board of Directors.
- Work closely with the CEO to prioritize donor activity, determine solicitation strategy, and effectively utilize CEO's time.
- Work closely with the Development & Marketing Coordinator to maintain a robust records management system (CRM).
- Develop a multifaceted donor prospect system that results in qualified leads for cultivation and solicitation, including major gifts (five, six, and seven figures).
- Strategically steward existing major donors and manage retention-related data.
- Initiate major donor agreements as needed that outline the terms of the relationship, deliverables to be executed, and respective roles of GWJax and the donor. Ensure terms are properly executed as outlined in agreements.
- Lead driving tours and other opportunities to engage current and potential donors.
- Serve as the staff liaison with campaign consultant(s) and staff coordinator for future campaigns. Includes administrative work of a campaign committee, such as establishing meeting agendas, managing meetings, and record keeping.
- Work with Communications/Marketing consultant to promote development efforts.
- Represent GWJax in external alliances, and attend events and meetings as needed.

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 and/or major gift experience with proven experience to fulfill position duties and responsibilities.
- Previous success in personally identifying, cultivating, and securing charitable gifts from individual donors, corporations, and foundations.
- Experience working with high-profile volunteer leadership and senior executives.
- Knowledge of best practices in nonprofit fundraising and partnership management.
- 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, ability to effectively connect with donors and partners.
- 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.

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, please send resume and salary requirements to Janet Reagor at janet@groundworkjacksonville.org

[Groundwork Jacksonville](#) is the City of Jacksonville's nonprofit partner in building and maintaining the 30-mile Emerald Trail and restoring McCoys and Hogans creeks. When complete, this signature outdoor destination of trails, greenways and parks will encircle Jacksonville's urban core and connect 14 historic neighborhoods to downtown, McCoys and Hogans creeks, and the St. Johns River.

