

JOB TITLE: Director, Resource Development

DIVISION: Resource Development

LOCATION: Houston, Austin, El Paso

CLASSIFICATION: Full-time - Exempt

A. SUMMARY:

The Director, Resource Development is responsible for fundraising including direct response, special events, annual gifts, major gifts, planned giving, special gifts, corporate and foundation gifts, and other revenue producing vehicles for their assigned region within the American Lung Association of the Central States (ALACS). Works closely with the regional Leadership Councils and other volunteer committees or task groups working on fundraising. Maintains effective relationships with donors, government and community agencies, as well as public and private organizations. Ensures the organization in the assigned region is able to raise resources required to achieve the Association's goals and future growth.

B. REPORTS TO:

- Vice President Fundraising, Resource Development

C. SUPERVISES:

- None

D. PRINCIPAL ACCOUNTABILITIES:

- Advises the VP Fundraising, Resource Development on regional resources and developments in revenue generation and donor relations.
- Establishes and implements short- and long-range organizational fundraising goals and objectives.
- Develops and implements comprehensive management tools including ALACS Performance Based Management System (PBMS) for the assigned region that provides the feedback and data necessary for strategic fundraising decisions to be made. Defines metrics and measurements that will quantify performance against goals and institutionalizes a system for obtaining and reporting those metrics and measurements for fundraising.
- Participates as staff representative to assigned Leadership Councils or related task groups.
- Responsible for recruitment of regional fundraising volunteers.
- Coordinates volunteer and staff development activities to support the fundraising goals of the region.
- Develops and implements a comprehensive donor relationship management program to support individual annual contributions.
- Manages a regional Planned Giving Program.
- Manages the regional donor recognition program.
- Responsible for management of all revenue generating events

- Tracks, monitors and reports regularly on projections of fundraising revenues against actual figures.
- Other duties as assigned by VP Fundraising, Resource Development.

F. JOB QUALIFICATIONS:

Bachelors' degree from an accredited college or university required.

CFRE or ACFRE certification preferred.

At least 6 years of experience in fundraising with increasing responsibilities for fundraising or non-profit administration.

Ability to demonstrate superior knowledge of fundraising strategies as well as having the ability to manage multiple priorities within tight timeframes.

Knowledge of fundraising databases and their applications to manage fundraising staff activities and performance.

Excellent verbal and written communication skills. Excellent analytical and organizational skills.

Excellent people and leadership skills, with an ability to coach, motivate and develop fundraising staff and volunteers.