Job Description

Director of Outreach and Development

Updated: April 2014

Department: Development
Location: 1514 College Ave, Goshen, IN
Supervisor: Executive Director

Wages: Salary

DESCRIPTION:
Reporting to the Executive Director (ED), the Director of Outreach and Development (DOD) serves as a key leadership team member and an active participant in making strategic decisions affecting MDC Goldenrod. In partnership with the ED, this position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build MDC Goldenrod’s visibility, impact, and financial resources. The DOD also will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

S/he will expand and diversify MDC Goldenrod’s donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the DOD will work closely with the Board of Directors as they take on a more active fundraising role.

It is expected that the amount raised by MDC Goldenrod will increase in future years as the DOD systematically and effectively strengthens the organization’s overall fundraising capacity.

RESPONSIBILITIES:

1) Develop and execute MDC Goldenrod’s annual fundraising plan.
2) Support and partner with the ED and Board members on all major fundraising initiatives including capital campaign planning and implementation.
3) Secure financial support from individuals, foundations and corporations including major gifts, charitable gifts, and endowments.
4) Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
5) Developing and tracking proposals and reports for all foundation and corporate fundraising.
6) Oversee research funding sources and trends, with foresight, to help position MDC Goldenrod ahead of major funding changes or trends.
7) Maintain all donor information; provide and present statistical analysis to ED and Board.
8) Develop and implement plan to thank and regularly communicate with donors.
9) Coordinate agency E-Newsletter, podcasts, and website.
10) Coordinate press releases on a monthly basis.
11) Maintain calendar of grant deadlines and write grant applications as requested.
12) Promote interest and provide information regarding MDC Goldenrod programs to community leaders, community service groups, local congregations, media, and the general public.
13) Network with other agencies to stay informed about services and resources.
14) Respect confidentiality at all times, at home, in public, in committee meetings and in consultations.
15) Other duties as assigned.
QUALIFICATIONS:

- Graduation from a four-year college or university with a degree in business, marketing, or a closely related field and five (5) plus years experience in development, or an equivalent combination of education and experience. CFRE credentials a plus.
- Tangible experience of having expanded and cultivated existing donor relationships over time.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- Strong organizational skills.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside MDC Goldenrod.
- Working knowledge of Microsoft Office Software, GiftWorks, and Adobe
- Knowledge of all MDC Goldenrod services as well as state funded services including the Medicaid Waiver.
- Familiarity with the area served as well as neighboring counties including providers, individuals and supporting organizations.
- Driver’s license, current vehicle insurance and satisfactory driving record.
- Desire to work in a faith based environment and be dedicated to the MDC Goldenrod mission.
- Have an interest in and empathy for persons with developmental disabilities.

CONDITIONS OF EMPLOYMENT:

1) Successful candidate must submit to a pre-employment physical, drug screen, BMV check, and a criminal history check.
   - Criminal background check shows no history of:
     A) A sex crime
     B) Exploitation of an endangered adult or failure to report: battery, neglect, or exploitation of an endangered adult; or the abuse or neglect of a child
     C) Conviction of a crime related to the disabled population
     D) Substantial and/or repeated violations in the care of dependent persons
     E) Theft, if it occurred less than ten years before application date, except as provided in IC 16-27-2-5(a)(5)
     F) Murder, voluntary or involuntary manslaughter, Felony battery, or a felony offense relating to a controlled substance

2) Valid driver’s license, proof of insurance showing $100,000 insurance coverage, and dependable vehicle required.

3) This position has a 90 day probationary period with an option to extend.
WORKING CONDITIONS AND PHYSICAL DEMANDS:
The physical demands and work environment described herein are those that must be met by said employee to successfully perform the essential functions of the position. Reasonable accommodations will be made to enable individuals with disabilities.
While performing the duties, the employee can be seated, standing or walking; at times, greater physical effort will be required. Regular reoccurring travel is expected.

This job description is intended to provide a basic outline for this position. However, applicants must be aware that this job description is neither comprehensive, nor exclusive to the tasks which may apply to this position. MDC Goldenrod is a changing and evolving organization and applicants must, above all, be willing to adapt to these changes.

I have received a copy of and agree to work within the guidelines of this Job Description.

Signature: ___________________________________________ Date: ______________________

Printed Name: _______________________________________

Supervisor Signature: _________________________________ Date: ______________________

Printed Name: _______________________________________
