

# Job Description

<b>Title:</b>	Development Specialist			
<b>Date:</b>				
<b>Department:</b>	Development			
<b>FLSA Status:</b>	Exempt			
<b>Reports To:</b>	Executive Director			
<b>Supervision Provided:</b>	Development and Events			
<b>Position Summary:</b>				
<p>The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.</p> <p>The Development Specialist will be responsible for identifying and addressing development issues; and evaluating internal operating procedures within the organization that support development. This position cultivates donors – individually and through the development team, oversees the fundraising events.</p>				
<b>Duties &amp; Responsibilities</b>			<b>Essential</b>	<b>Non-Essential</b>
1.	Gain community support of the organization by promoting the Agency's interest and benefits to donors; planning, organizing, evaluating, and leading the fundraising efforts as well as special events, campaigns, and grant writing efforts of the Agency	X		
2.	Oversee and manage individual, corporate and foundation solicitation, as well as training staff and volunteers to ask for support in the community.	X		
3.	Provide materials to the Admin team to generate the materials needed for the solicitations, events, and campaigns.	X		
4.	Oversee fundraising events to make sure all donor needs are met and fundraising goals are achieved; provide regular, up-to-date and accurate information to the Board of Directors and Executive Team as well as attend Executive Team meetings as needed.	X		
5.	Discover new and potentially lucrative revenue streams for expansion of the organization's fundraising efforts;	X		
6.	Cultivate and maintain relationships with major donors by responding to their inquiries, keeping them apprised of recent events with the organization and showing them the progress their donations have made possible	X		
7.	Achieve financial objectives by preparing the annual budget for development, community relations, volunteer, holiday program and resource sharing.	X		
8.	Solicit donations.	X		

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9. Ensure that all fundraising practices are in compliance with regulatory guidelines and restraints by reviewing all procedures in light of legal requirements, stewardship and fundraising ethics.	X	
10. Keep the Executive Director informed by communicating results of fundraising efforts, bringing awareness of community related opportunities and preparing written reports, remaining accessible and attending meetings.	X	
11. Participate in strategic planning for planned and major giving, special projects and grants	X	
12. Maintain professional and technical knowledge	X	
13. Raise awareness of the organization and its primary goals through outreach efforts, regular events in the community.	X	
14. Support McMahon Ryan by agreeing to work within the parameters of the Vision and Mission Statements.	X	
15. Review and discuss professional publications with solicitation team of Development	X	
16. Contribute to team effort throughout McMahon/Ryan by accomplishing related results as needed or assigned.	X	
17. Perform other duties as assigned.	X	

### **Education Requirements**

- Bachelor's degree required
- Demonstrated experience in managing and implementing a successful, comprehensive fund development program and preparing an annual development work plan and calendar to achieve goals.
- Preference also for hands-on fundraising experience.
- Experience with coordination and preparation of project budgets preferred.
- Demonstrated success in identifying and securing funds.
- Demonstrated success with generating increased funds from individual donors, both major donors and annual appeals, through a coordinated, strategic approach.
- Knowledge of planned giving and experience with online fundraising preferred.
- Hands-on experience with one or more donor databases/software, such as Raiser's Edge, DonorPerfect, etc.), as well as Microsoft Office suite and QuickBooks.
- Demonstrated success in learning the details of an organization's substantive work and applying that knowledge in drafting successful fundraising solicitations.
- Experience in managing multi-task teams, cross-functional teams, with responsibility for achieving financial results.

### **Knowledge, Skills, & Abilities Needed to Perform Effectively in this Position**

- Passion for the mission and vision of the organization
- Exceptional interpersonal and communication skills (written and verbal)
- Demonstrated writing ability-(personal thank you's to grant proposals
- Creative ability to manage creative individuals
- Demonstrated ability to influence/persuade others to the cause, strong relationship building skills

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- Consistent ability to multi-task on all levels
- Strategic thinking
- Leadership and management competencies
- Proficient in public speaking
- Ability to network within community and connect opportunities and needs of the organization

### **Additional Requirements**

- Some Required night and weekend work
- NYS Driver's License

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

*This position guide in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.*