

## Development Director

Our organization is currently seeking a part-time Development Director to manage our fundraising initiatives and develop our donor relations program. The successful candidate will have experience and knowledge in fundraising techniques, particularly major gift fundraising.

### Skills:

Hold a bachelor's degree (required), master's degree (a plus)

Five-plus years experience in development

Must have working knowledge of Microsoft Office suite and excellent written, interpersonal and verbal communication skills.

Have knowledge and experience in fund raising techniques, particularly major gift fundraising.

Possess the skills to work with and motivate staff, board members and other volunteers.

Have the desire to get out of the office and build external relationships.

Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.

Be organized and exhibit "follow through" on tasks and goals.

Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

### Duties:

Meet prospective donors and supporters on a continual basis to establish effective communications with them.

Grow a major gifts program including identification, cultivation and solicitation of major donors.

Direct capital campaigns and other major fundraising drives.

Direct the annual fund program, including mailings and annual fundraising drives.

Oversee creation of publications to support fund raising activities.

Demonstrate professional conduct at all times.

Perform other related duties as requested.

Position is a 6-month contract with possible extension, based on need.

Competitive salary depending on experience/qualifications.

Please send resume and summary of qualifications to [breann@steubenliteracy.org](mailto:breann@steubenliteracy.org) by January 15th at 4 pm.