

## **Transitions of PA Job Description**

**Position:** Fund Development Director  
**Supervisor:** Chief Executive Officer  
**Classification:** Exempt; Full-time

### **Job Description:**

The Fund Development Director is responsible for supporting the strategic efforts of Transitions of PA by designing, implementing, evaluating, and refining the organization's fund development activities, with emphasis on securing major gift donors and sponsors at the \$10,000 level and beyond. The Fund Development Director will personally identify, cultivate, solicit, and steward major gift donors and prospects in accordance with performance targets set in collaboration with the Chief Executive Officer and Board of Directors.

### **Responsibilities:**

1. Identify, cultivate, solicit, and steward major gift donors and prospects, including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact in accordance with performance targets set in collaboration with the CEO and Board of Directors.
2. Establish and maintain collaborative working relationships with Transitions leadership, colleagues, and appropriate board members and/or other constituents to maximize the organization's total gift revenue, plan solicitation strategies, and leverage joint solicitation efforts.
3. Assist and/or lead in short- and long-range strategic planning activities to create and implement fundraising goals and objectives.
4. Coordinate day-to-day unit-based development strategies and activities to ensure their integration into Transitions' overall development program.
5. Help to build and maintain Transitions' prospect management database.
6. Work in collaboration with the CEO, non-profit marketing strategist, and other leadership in the development of creating marketing campaigns to advertise the Transitions on media platforms such as the agency website, social media, radio, and television.
7. Conduct research to identify prospects, with an emphasis on major gifts exceeding \$10,000, and create strategies to match prospects' interests to the priorities of the organization.
8. Establish Annual Fund goals, create appeals, and develop strategies to reach an increase in annual donations by growing a donor database (currently transitioning from GiftWorks to DonorView).
9. Research, write, edit, and/or oversee the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, sponsorship guides, reports, correspondence, and other development-related communication materials in support of Transitions' fundraising activities.

10. Work with the Auction committee to secure corporate sponsorships and auction donations.
11. Attend staff meetings and in-service training, as appropriate.
12. Perform other job-related duties as assigned.

**Qualifications:**

1. Bachelor’s degree; At least 3 years of documented professional fundraising experience.
2. Must be supportive of the organization’s mission and values regarding efforts with survivors of domestic violence, sexual assault, human trafficking, and other serious crimes.
3. Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
4. Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.
5. Exceptional interpersonal skills and the ability to interact effectively with colleagues, prospects, donors, and/or volunteers in a wide range of roles.
6. Database management skills.
7. Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives.
8. Ability to foster effective working relationships within a team environment.
9. Community relations skills and the ability to communicate and work effectively within the community.
10. Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.
11. Upon hire, must complete mandatory training as required by funders.
12. Must have a valid driver’s license, reliable vehicle, and adequate motor vehicle insurance.
13. Must have Act 34, Act 114, and Act 151 clearances.

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Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES, AND WORK SCHEDULES AS NEEDED.**