

**ALZHEIMER'S ASSOCIATION  
WESTERN AND CENTRAL WASHINGTON STATE CHAPTER  
POSITION DESCRIPTION**

POSITION TITLE: Director of Development

LOCATION: Seattle WA

REPORTS TO: President and Chief Executive Officer

**GENERAL SUMMARY**

The Director of Development is primarily responsible for creating and implementing the development plan for building the organization's contributed revenue via events, major gifts, planned giving, intermediate gifts, corporate initiatives, direct marketing, and foundation relations in keeping with the priority activities of the Alzheimer's Association's FY12-14 Strategic Plan. S/he will work closely with volunteer leadership and committees, community partners, and National Office counterparts (especially major gifts and planned giving staff) to grow the Chapter and increase our impact and outreach. The Director of Development will lead the 5-person development team, as well as serve on the Chapter's Leadership Team.

**ESSENTIAL JOB FUNCTIONS**

- Devises and implements the Chapter fund development plan to meet the revenue needs of a growing chapter
  - Plans and implements the annual contributed revenue budget in concert with the Leadership Team under the direction of the President & CEO
  - In concert with the Event Manager and Corporate Relations Manager, sets the event plan and calendar for the year including Walk to End Alzheimer's, all other combined events i.e. gala auctions, third party solicitation fundraisers, and constituent cultivation and stewardship events
- Collaborates with the National Office development team regarding the cultivation, solicitation and stewardship of major and planned gifts
  - Maintains frequent contact with both the Major Gifts and Planned Giving Officers
  - Sets a fund development strategy with them to reach budgeted goals
  - Interfaces with other National Office development staff toward the common goal of increasing contributed revenue from Direct Mail and Intermediate Gifts and via the Corporate Initiatives and Shared Fundraising Programs
- Maximizes productivity of the Development Department delegating authority and accountability to the staff of the Department
  - Directly supervises and manages the Events Manager and Corporate Relations Manager
  - Presides over the workflow of the Department via weekly Department staff meetings
  - Presides over all hiring and termination decisions of the Department
  - Assists the Corporate Relations Manager in the preparation and submission of corporate and family foundation grants
- Maintains and cultivates a portfolio of intermediate and major prospects and donors
  - Conducts donor prospect research

- Sets the strategy and plan for the cultivation, solicitation and stewardship of prospects and existing donors
  - Nurtures relationships with external stakeholders, and engages members of this diverse community ranging from professionals in the research community to people and families living with the disease
  - Manages a portfolio of 50 – 100 donors
  - Utilizing a Moves Management, donor-centered fundraising approach, reaches out to donors via face-to-face meetings, telephone contact, email and handwritten letters
  - Encourages prospects to deepen their connection to the Association via multi-channel involvement
  - Mobilizes, inspires and supervises the Development staff toward effective communication with volunteers, supporters, current donors, donor prospects, corporate partners and corporate and family foundations
    - Provides training and support so that all members of the Development team are cross-trained and able to carry out the key activities of the Department
    - Supervises the Development Associate on all donor relations activities
  - Supports and advises key volunteers and members of the Board in their fundraising efforts
    - Collaborates with the Fund Development Committee Co-chairs in setting the agenda for meetings and the priority activities of the Committee
    - Assists the Event Manager in recruiting, training, supervising, and coaching volunteers
    - Attends all Board meetings and Fund Development Committee meetings. Reports on progress toward meeting revenue targets and key development activities
- 

### **WORKING CONDITIONS**

- Normal office environment
  - High volume of public contact
  - Work may be stressful during periods of high volume or tight deadlines
  - Evening and weekend hours may be required
- 

### **EQUIPMENT**

- Computer workstation
  - Remote access/laptop
  - Fax machine
  - Telephone
  - Calculator
  - Photocopier
  - Audiovisual equipment
-

## **MINIMUM REQUIREMENTS**

- Bachelor's degree and 5 years of experience in a non-profit organization raising money or similar experience in a business or marketing position
- Excellent program management skills, including administrative, computer, and database
- Proficient in Microsoft Office Word and Excel and the DonorPerfect donor database
- Experience with public speaking
- Excellent interpersonal, relationship and team building skills and a proven track record for growing revenue are required
- Must be business-minded, evidence-based, and mission-driven
- Able to work evenings and weekends as needed
- Able to travel as needed
- Able to manage projects independently and report outcomes effectively
- Displays a high level of integrity, diplomacy, and initiative

This position description in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow any other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential job functions may change when necessary.

### **How to Apply**

Submit your resume and a cover letter, including your salary history and requirements, by email to [bob.leroy@alz.org](mailto:bob.leroy@alz.org) with the title "Director of Development" in the subject line. No phone calls, please.

**The Alzheimer's Association Western and Central Washington State Chapter is an equal opportunity employer.**