



## **Director of Development**

### **RESPONSIBILITIES**

Under the general direction of the Executive Director, the Director of Development is responsible for obtaining individual, foundation, and corporate support to assist the Grove Park Foundation in achieving its short and long-range goals. The successful candidate will be energized by the *opportunity* to build a major gifts program and have extensive experience in both personal and written major gift solicitation and the metro Atlanta philanthropic community.

### **ESSENTIAL FUNCTIONS**

- Under the guidance of the Executive Director, to create and implement a master fundraising plan for the Grove Park Foundation with short and long-range goals, with consideration for both annual and capital fundraising efforts;
- To personally solicit individual, foundation, or corporate gifts as required;
- To prepare written proposals to individuals, foundations, corporations, and government entities as required;
- To establish and maintain effective relationships with a variety of donors including foundation, corporate, and individuals, like-minded organizations, and others;
- To serve as key liaison and point of contact to the Board of Directors and play a significant role in managing the Development Committee of the board;
- To organize and train staff and volunteers in the solicitation of gifts;
- To lead the planning and execution of key fund- and friend-raising events (a minimum of two) throughout the year;
- To promote public support and awareness of the Grove Park Foundation; and
- Other duties as assigned

### **EDUCATION, TRAINING, AND EXPERIENCE**

A Bachelor's degree and seven or more years of proven, successful fundraising experience are required. Direct fundraising and/or operations experience within the context of successful capital campaign is preferred.

Must be able to work effectively with diverse groups of individuals and highly motivated volunteers. The ability to work independently and to motivate others to participate in fund-raising activities is essential. Must be able to work effectively in a demanding, fast-paced environment.

Interested candidates should send resumes to [contact@groveparkfoundation.org](mailto:contact@groveparkfoundation.org)

**SKILLS, KNOWLEDGE, AND ABILITIES**

- Understanding or and commitment to the mission of Grove Park Foundation
- Knowledge of Atlanta and state funding sources and key constituents of philanthropic leaders
- Excellent written and oral communication and interpersonal skills
- High level of organizational and management skills
- Demonstrated ability to motivate staff and volunteers to achieve organizational goals and objectives
- Possess an ability to build strong relationships with others and have the capacity to influence and motivate people.
- Proficiency in basic computer software (Microsoft Office) and familiarity with database development and management