**Consulting Description**

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| Title  Development Consultant | Reports To:  Chief Executive Officer (CEO) |
| Status:  Consultant | Creation/Revision Date:  12/4/17 |

Position Description

Reporting to the Chief Executive Officer, the Development Consultant will lead the Organization’s efforts in strategic planning and resource development initiatives, building and managing relationships with donors, while also promoting awareness about the Organization. The person in this position is responsible for the development, cultivation and stewardship of a contributions program, including grant writing, e-mail solicitation, fundraising events, direct mail campaigns, and donor databases.

Essential Job Functions

Leading and executing key philanthropic programs, implementing a diverse portfolio of fundraising strategies, e.g., fundraising events, organizational memberships, corporate donations, individual donations, and proposal development.

Identify and cultivate prospective donors and funders.

Develop major gift prospect list and implement major gifts program, including recognition and renewals.

Secure high-level meetings for CEO to solicit large gifts from philanthropic sources, including individuals, private/family foundations, and corporations.

Work with the Board of Directors to leverage their resources and networks, ensuring, that each Board member works towards a give/get obligation.

Create and analyze Board-approved metrics for measuring success of fundraising activities.

Other Responsibilities

Stay abreast of developments in philanthropy and fund development, as well as the general fields of management and the nonprofit sector.

Perform additional duties deemed necessary by Chief Executive Officer.

Education and Certification

* A minimum of five years of proven experience within development and communications (with demonstration of increased responsibilities and pattern of success); average of three-years or more tenure in past development positions. A minimum of a bachelor’s degree is required, while a master’s degree is preferred.
* Experience working within non-profit organizations or associations.
* Demonstrated knowledge and experience in philanthropy, motivations for giving, research and cultivation practices, and standard fundraising techniques.
* Experience in managing the full spectrum of development, including prospect identification, qualification, cultivation, gift solicitation from all sources -- foundation, corporate, individual, sponsorship, cause marketing, special events and campaigns.

Special Skills and Knowledge

Confidence, creativity and maturity to establish credibility and influence donors at all levels.

Proven effectiveness as a senior leader

Demonstrated excellence in organizational, managerial, and communication skills.

Knowledge of, and experience with web development and/or database software packages.

Self-starter, able to work independently, and entrepreneurial; actively seeks to deepen current donor relationships and to create new ones.

Credible and personable.