

VCTF Development Director

Part-time, 25 hours per week

RESPONSIBILITIES

All aspects of Fundraising, including:

- Donor Development & Management
- Special Events Management
- Grant Writing
- Corporate sponsors & giving

Reporting

Board Development

Marketing, PR & Public Awareness

Planning:

The Development Director is responsible for the development and implementation of an annual fundraising plan, in cooperation with the Executive Director and the Board of Directors. This plan will include an annual target goal for funds raised across categories, and include the following components:

Donor Development and Management

Individual:

- Cultivate existing donors to encourage continued giving and larger gifts
- Expand donor base
- Cultivate and follow up with potential donors to introduce VCTF, educate them about our mission, encourage continued involvement, build relationships and secure donations
- Write and distribute periodic e-newsletters to donors and friends
- Write and distribute Thank You notes and letters

Corporate:

Develop and implement corporate partnerships for:

- Sponsorship of special events or other programs, such as Partners in Prevention or Sponsor a Program
- General support

Grant Writing:

- Research various databases to find Foundations whose guidelines are friendly to our mission
- Manage the application process and collaborate with colleagues

Special Events:

- Develop and assess feasibility of fundraising events
- Work with organizations who name VCTF as a beneficiary
- Provide oversight to event planning committees
- Assist in committee member recruitment

Polar Express:

- Recruit sponsors; manage in-kind sponsors – cocoa, cookies, etc.
- Manage Ticket sales – for sponsors and donors with Program Manager
- Recruit and communicate with volunteers as needed
- Manage Marketing materials- sponsor signs, song book, t-shirts, other
- At the event – manage Wing/Train logistics and volunteers in Wing and on the Train
- Assist with thank you notes to sponsors and others

Reporting:

- Data entry supervision of Network For Good
- Create fundraising reports from Network For Good for board distribution and other applications

Board Development:

- Recruit and interview potential board members
- Advise candidates on fundraising expectations
- Participate in monthly board meetings and annual retreats
- Train Board in solicitation skills and techniques
- Support Board members in soliciting gifts

Marketing and PR:

- Oversee VCTF Public Awareness – in all media
Website & Social Media
Newsletters and other printed materials – 2x year
Media releases
- Oversee Public Awareness Campaign for Tax Check-off, Line 29_

General:

Participate in VCTF Grant making

Write and edit grant applications

Participate in reading and review of annual grant awards

Meet with organizations interested in applying for grants

Development activities:

- Assist with annual budget preparation, including setting annual fundraising goal
- Participate in training programs and other activities to stay current on issues related to the organization's mission and development activities.

Staff Supervision:

Team approach, Executive Director, Development Director and Program Manager, work together to accomplish goals