

**Position Title: Director of Fund Development**

<b>Location:</b> Omaha NE
<b>Division/Department:</b> Education & Training
<b>EEO Classification:</b> First/Mid Offs & Mgrs.
<b>Position Status:</b> Full Time
<b>Salary Grade:</b> TBD
<b>FLSA Classification:</b> Exempt- <i>exempt from overtime</i>

**Summary of Position:**

The Director of Fund Development reports to the Executive Director and is responsible for planning, organizing, and directing all aspects of Outlook Enrichment's fundraising. This is achieved by identifying, cultivating and soliciting philanthropic support by developing and maintaining relationships with corporations, foundations, individuals and other key personnel. The Director works in a collaborative environment with a cross functional team while reporting to the Executive Director regarding all development and fund-raising endeavors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (*Other duties may be assigned*).

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1. Collaborates with the Executive Director to determine the mission, purpose, and priorities of the organization.
2. Establishes fundraising objectives for the organization, setting short- & long-term goals.
3. Maintains a list of potential financial donors including corporations, foundations, and in-kind donations.
4. Partners with Outlook Business Solutions creating informative fundraising strategies for fundraising initiatives.
5. Explores potential sources of, and applies for, grants and public funding.
6. Maintains records of receipts and disbursements of funds.
7. Direct capital campaigns and other major fundraising drives; coordinates fund raising special events.
8. Identifies and schedules public appearances and accept speaking engagements representing Outlook Enrichment.

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### OUTLOOK NEBRASKA LEADERSHIP COMPETENCIES

1. **Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
2. **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
3. **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
4. **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
5. **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
6. **Technical Skills** - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
7. **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
8. **Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
9. **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
10. **Strategic Thinking** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

### GENERAL EXPECTATIONS:

1. Successfully demonstrates capability in public speaking
2. Ability to work well with individuals and groups.
3. Excellent communication skills, both written and verbal.
4. Good follow-through on assignments.
5. Good organizational skills.
6. Ability to train and support staff, individuals and community groups.
7. Ability to work independently.
8. Microsoft office skills.

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**QUALIFICATIONS**

1. bachelor's degree in Business, Public Relations or Marketing.
2. 3 - 5 years minimum experience in fundraising desired.
3. Sound knowledge of the nonprofit charity sector

Effective date: January 1, 2016

Revision date: April 12, 2021

**GENERAL SIGN-OFF:** The associate who fulfills this position of Director of Enrichment Programs is expected to adhere to all organizational policies. By placing my signature below, I confirm I have read and understand the responsibilities outlined in this job description

Print Associate

Name: \_\_\_\_\_

Associate  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Associate Direct  
Report: \_\_\_\_\_

Date: \_\_\_\_\_