



JOB DESCRIPTION

Title: **DIRECTOR DEVELOPMENT AND PHILANTHROPY**
Reports To: President and CEO
Classification: Exempt
Hours: 8:30 a.m. – 5:30 p.m. (40.0-hour work week)

Position Overview

The Director of Development (Director) is primarily responsible for increasing existing business and capturing new revenue streams that are consistent with the Academy's strategic goals, including funded studies, grants, and philanthropic fundraising. The Director is responsible for providing donor stewardship to philanthropic gifts and oversight of contract administration related to sponsored grants or funded projects. The Director must be a strategic and critical thinker and possess exemplary leadership skills. As a Senior Executive of the Academy, the Director is expected to represent the Academy at internal and external events and interact with members of the Academy's Board of Directors and Academy Fellows on a regular basis.

Essential Requirements and Responsibilities

The Director is responsible for business development and is a trusted advisor to the President and CEO and the Academy Board. The Director reports directly to the President and CEO. The Director has the responsibility to assure the Academy's financial well-being through successful development initiatives.

Essential Responsibilities

Essential requirements and responsibilities include, but are not limited to, the following.

- Direct creation and implementation of a strategic development plan that guides and expands existing revenue sources through funded studies and adds new revenue sources including grants and philanthropic fundraising.
- Grow and maintain a revenue stream through grants and major gifts that complements the contracted studies revenues.
- Create and organize new development initiatives.
- Identify opportunities to provide additional support/services to current clients.
- Develop and implement strategies to meet annual financial targets for all revenue sources.
- Work with Director of Academy Studies to manage existing client relationships.
- Oversee outsourced and internal contracts administration operations.
- Assist and advise the Academy President and CEO, senior executives, the Board Treasurer, and the Board of Directors on all financial aspects of development initiatives of the Academy.

Qualifications and Requirements

- Knowledge of non-profit business development and fundraising
- Knowledge of government contracting requirements and accounting
- Strategic, tactical and solution-oriented
- High ethical standards
- Strong professional and business acumen
- Clear and concise communications
- Current on contracts management pronouncements and changes

Education and Experience

- Demonstrated success in securing both contracts and major philanthropic gifts
- MBA preferred
- Prefer a minimum of 5 years combined of business development and philanthropic gifts, preferably non-profit and government contracting
- Experience in leading non-profit fundraising campaigns and/or operations

This document does not create an employee contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.