



Director of Development Position Description

Position Title: **Director of Development (DD)**
Department: Executive Staff
Reports to: Executive Director (ED)
FLSA Status: Full Time (40hrs), Non-Exempt
Salary Range: \$50,000-\$60,000/annual
Benefits: Vacation and sick leave

Position Summary

The Director of Development (DD) is responsible for planning, organizing, and directing all Recreational Music Center's (RMC) fundraising initiatives including, corporate sponsors, special events, grants, individuals, and special campaigns. They will also lead the organization's efforts in effectively communicating RMC's mission and the on-going impact our school has on our community and beyond. The DD works closely with the Executive Director and the Board of Directors in all development and fund-raising endeavors.

The ideal candidate has the following:

- A passion for RMC's mission
- Ability to promote and communicate RMC's mission to a wide range of audiences
- Ability to generate and manage charitable revenues
- Excellent interpersonal and communication skills (oral and written)
- Experience in all aspects of fundraising and development
- Ability to work with teams and a Board of Directors

Essential Duties and Responsibilities include, but are not limited to the following:

Fundraising and Friendraising (70%):

- Cultivate relationships in order to develop strategic partnerships and increase awareness of RMC's mission, vision, and impact.
- Prospect and meet with prospective donors and supporters on a continual basis
- Establish communication process to engage financial and volunteer supporters
- Identify potential volunteers including board members
- Direct and oversee all fundraising events and programs
- Represent RMC at selected public events
- Chair and attend appropriate committee meetings

Program Administration (30%):

- Develop and maintain gift recognition programs
- Develop, implement, and manage the program aspects of the annual budget in conjunction with executive staff
- Create and grow individual (including major gifts), corporate, and foundation revenue including identification, cultivation and solicitation of major donors
- Manage and update donor database
- Oversee grant seeking including research, proposal writing, and reporting requirements

Required Qualifications, Skills, and Experience

- Past success working with a Board of Directors with the ability to cultivate existing, and new, board member relationships
- A successful track record in fundraising and development; Demonstrated knowledge and experience in fundraising techniques
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Strong marketing and public relations experience with collateral and messaging
- Able to communicate effectively via face-to-face, telephone, email, and text.
- Excellent interpersonal and writing skills
- Ability to “think outside the box” and develop new approaches to raising awareness and funds
- Demonstrated “self-starter” with a “roll up your sleeves” approach
- Willingness to work flexible hours to accommodate evening and weekend events and meetings
- Ability to juggle multiple tasks and projects

Preferred Qualifications, Skills, and Experience

- Bachelor’s degree, or equivalent combination of education, in relevant field (work experience may be considered in lieu of degree)
- A minimum of 4 years’ directly responsible for fundraising or similar capacity
- Reliable transportation

To apply:

No phone calls, please. Send resume, and a one-page cover letter as **one PDF**, to development@rmcsandiego.org

Only candidates selected for an interview will be contacted.

Work Environment

Work performed will be in a typical office setting. There will be exposure to loud noises and music. Must be able to work a flexible workschedule when needed, including overtime (by approval), during weekends and evenings (on select occasions). Must be able to travel to and from any and all client and work-related appointments.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed and require walking primarily on a level surface for varying periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday.