

## **DIRECTOR OF DEVELOPMENT**

The Director of Development is responsible for overseeing and managing the direction of the fundraising and capital campaign.

### **Job Duties:**

- Work closely with Executive Director and NLS Board of Directors to create, implement and manage the development plan and capital campaign.
- Create an annual fundraising calendar of activities.
- Coordinate capital campaign committee and assist volunteers in soliciting donations.
- Solicit financial support from individuals, foundations, businesses and corporations (solicitation also includes submitting proposals or grant applications for funding requests).
- Develop and nurture ongoing relationships with major donors.
- Cultivate relationships with senior staff at NLS.
- Research, identify and cultivate donor prospects.
- Develop and cultivate relationships with law firms and local businesses and obtain commitments for support.
- Develop effective and targeted communications for various donor groups.
- Raise visibility and awareness of NLS in the community through personal meetings and making presentations to various community or service groups and organizations.
- Maintain and update all development-related sections of the NLS website.
- Develop, manage, and maintain GLS database of donors and gifts received.
- Maintain and manage donor records and receipts.
- Responsible for donor engagement and for acknowledging donor and gifts, including thank notes, phone calls and meeting.
- Create monthly and annual progress and fundraising reports.
- Provide regular reports to the Executive Director, Board of Directors, and Capital Campaign Committee on the status of development activities.
- Attend community, legal, and philanthropic events to build awareness of NLS and develop donor relationships.
- Attend at least 5 hours of continuing education courses annually (topics must be related to development).

### **Qualifications:**

- Bachelor's degree and at least 5 years of related fundraising experience; Experience raising funds in the legal or human services field preferred.
- Track record of fundraising success that includes experience with individual gifts, corporate donations, foundation grants, and capital campaigns.
- Knowledge of Nevada's philanthropic community.
- Demonstrated results in building personal and corporate relationships.
- Experience with the use of social media for fundraising campaigns.
- Demonstrated success in working as a member of a team and developing effective working relationships with Board members, staff, and volunteers.
- Ability to develop and implement a comprehensive fundraising plan.
- Ability to maintain records and prepare reports and correspondences.