



BLOOD BANK OF ALASKA POSITION DESCRIPTION

Position Title:	Director of Development
Department:	Fund Development
Reports To:	Chief Executive Officer
FLSA:	Exempt
Position(s) Supervised:	None

POSITION SUMMARY

Director of Development will work with the CEO in planning, organizing and implementing fundraising strategies for individual major donors and prospects. The successful candidate will have a strong knowledge of and experience in building and managing effective prospect identification, cultivation, solicitation and stewardship system, as well as skills in developing positive relationships with prospects, donors, volunteers and fellow staff members. The position requires in-depth knowledge of all facets of fundraising and overall philanthropy to include Foundation experience. Must have 5-10 years of proven successes in fund development and capital campaigns. Healthcare experience is preferred but not necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Establish and maintain an aggressive resource development plan. The comprehensive scope of this plan should be consistent with the BBA mission statement and annual objectives [goals].
2. Experience in donor relations and recognition programs, volunteerism, and a broad understanding of the community and state and organizations.
3. Oversee and have knowledge of needs assessment program, capital campaign program and strategy, public and private sector grant writing and grant writing management. Knowledge of federal appropriations is desirable. Both grant making and grant seeking experience is preferred.
4. Accountable for fund development program and investment strategy, reporting, and audits.
5. Ability to work closely with the Chief Financial Officer.
6. Experience in media communications, marketing, research, advertising, public and community relations, and special event management.
7. Spearhead the development and growth of annual giving related to financial contributions and gifts in kind. Maintain appropriate documentation and submit to appropriate departments for processing.
8. Assist management team in reviewing processes and recommending changes to improve related systems.
9. Review current and new regulations or proposed changes with regard for potential impact on operations related to fund development and facility issues.
10. Lead organizational efforts in capital funding through public and private sector funding to include individual giving, major gifts, planned giving, corporate foundation and community solicitation.
11. Coordinate and facilitate endowment funds and planned giving for both restricted and unrestricted support.
12. Ability to develop grant making and grant seeking guidelines.
13. Responsible for grant and foundation solicitation for program, special needs and equipment purchases.
14. Develop relationships within the community through special events and activities that facilitate the promotion of corporate visibility.
15. Partner with Finance Director and CEO to develop an annual budget reflective of the comprehensive resource development plan. Coordinate plan deadlines with budget guidelines and restrictions.
16. Partner with the Director of Marketing and Public Relations to implement special events and activities.



17. Develop, implement, and a communication system for recognizing, soliciting and thanking donors and/or potential donors.
18. Develop and maintain a system of record keeping for contacts, donations and recognition needed.
19. Submit timely reports of activities and contributions.
20. Knowledge of audits.
21. Oversight of facility projects that are funded through an outside party – ensuring appropriate documentation, timelines, materials and follow up reports and assessments are submitted in a timely manner.
22. Knowledge of endowments and regulations.

CUSTOMER INTERACTION/PROBLEM SOLVING

Must maintain a high standard for conscientious, courteous, and enthusiastic service to internal and external customers, and the public in general. Must make customer’s needs a high priority in face-to-face or telephone contact. Must consistently deliver service in a timely, accurate, professional and friendly manner. Demonstrate a high level of problem-solving skills.

QUALIFICATION REQUIREMENTS

To perform this job successfully, each essential duty (as listed above) must be performed satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

SUPERVISORY KNOWLEDGE, SKILLS & ABILITIES (if applicable)

1. Ability to identify needed changes in procedures, practices, goals, direction or structure of the department. Ability to promote and implement these changes effectively in a timely manner.
2. Ability to ensure that department budgets are followed and objectives are met. Effectively monitor resources and progress.
3. Ability to work with others to achieve departmental and organization goals and objectives.
4. Ability to empower employees to utilize their abilities and talents effectively.
5. Ability to work effectively to improve the skills of employees by providing clear, specific and helpful performance feedback, and effective coaching and mentoring.
6. Demonstrate a positive attitude toward one’s work and job.
7. Ability to act honestly and with integrity, showing respect for laws, the rights of others, and Blood Bank of Alaska mission.
8. Ability to adapt to various situations, to work effectively with a variety of individuals and groups, to understand and appreciate different and opposing perspectives of an issue, and to adapt one’s approach as the requirements of the organization/department change.
9. Ability to change within the organization or to change job requirements as needed.
10. Ability to motivate employees and volunteers.
11. Demonstrate ability to work independently and in stressful situations.
12. Retains subject matter expertise in field or profession.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES

1. Strong interpersonal and supervisory communication skills.
2. Ability to foster a working environment conducive to excellent customer service.
3. Excellent written and verbal communication skills.
4. Demonstrated ability to network with internal and external resources, building relationships conducive to an environment of continued growth in areas related to organizational development.
5. Demonstrated direct participation in community relations.



- 6. Ability to maintain confidentiality.
- 7. Strong computer skills and knowledge of fund development software.
- 8. Serve on designated committees for organizational development in relation to emergency preparedness as it relates to community involvement and staff development; develop organizational involvement with community activities.

EDUCATION

Bachelor's Degree preferred.

EXPERIENCE

Minimum of three years in successfully planning and implementing a fund development plan and a capital campaign. Fund raising experience preferred.

CERTIFICATES, LICENSES, ETC.

As applicable through organizational need and industry standard.

WORK ENVIRONMENT

Potential hazard due to exposure to blood or other potentially infectious materials. The Blood Bank of Alaska follows OSHA Blood borne Pathogens Standards in the workplace.

The above is intended to describe the job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement of all of the supplemental duties, responsibilities, or non-essential requirements.

My signature below indicates that I have read and understood the position description for Director of Development and agree to perform the duties as stated.

 Employee Print Name

 Employee Signature

 Date

 Supervisor Signature

 Date