

September 25, 2023

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Dear Applicant,

We are now accepting applications for the position of **Director of Development**. This is an exciting full-time professional level position requiring exceptional skills and experience in the raising of funds, community relations, communications, marketing, and donor relations. Leadership in planning events and organizing community gatherings is also an important part of the job.

The starting salary will be dependent upon qualifications and experience. Benefits include paid time off (PTO), holidays and inclusion in the Wyoming Retirement System. You will also be eligible to participate in the organization's health care plan and other health related benefits.

A job description is attached with this letter. We are an equal opportunity provider, and an "EOE" & "At Will" employer. Please submit an application, full resume along with a personal letter of interest and three relevant references:

Carmen Rideout, Executive Director
211 Smith Street,
Sheridan, WY 82801

Thank you for your interest in employment with the Hub on Smith, A Center for all Generations.

Sincerely,

Carmen Rideout
Executive Director

Our Mission

*To celebrate, embrace, and serve older
adults for the betterment of our
community.*

SENIOR CITIZENS COUNCIL JOB DESCRIPTION

POSITION: Director of Development
LOCATION: 211 Smith Street
Sheridan, WY 82801
REPORTS TO: Executive Director

The Development Director will provide leadership and administrative oversight for the organization's Development Program. The job includes the raising of funds, creating and maintaining excellent community relations, marketing and communications, and building lasting donor relationships. Leadership in planning events and organizing community gatherings is also an important part of this position. The Development Director reports directly to the Executive Director, is a member of the Leadership Team, and works closely with the Board of Directors, as well as staff and volunteers of the organization.

Essential Job Functions Include:

- Works closely with the Executive Director to create goals and implement strategies that will grow the private donor base and increase and secure revenue to carry out the mission of the organization.
- Creates and executes an annual development plan that includes annual campaigns, planned or major gifts, endowment gifts, foundation gifts, corporate gifts, special events, and an employee and board giving program. Provides monthly progress to the executive Director.
- Conducts research to identify, prioritize, cultivate, seek, recognize, and steward all current and prospective donors.
- Writes proposals and applications to secure funding from foundations and business donors.
- Oversees continual updating of the donor database.
- Plans and creates donor appreciation activities.
- Provides leadership and oversight of the organization's marketing to ensure the website and other communications and publications are coordinated to tell the story and share the value of programs and services.
- Provides supervision of the organization's thrift store manager.
- Creates an annual budget for development activities and monitors progress.

Special Knowledge, Skills & Abilities:

- Knowledge of principles and practices of fundraising and successful development work.
- Strong planning, time management, and organizational skills.
- Able to lead simultaneous long and short-term projects, meet deadlines; must be inherently self-motivated and able to plan, prioritize, coordinate, and manage own work and that of support employees; must be able to make trustworthy decisions and solve problems effectively and creatively.
- Must be able to work well under different levels of pressure.
- Excellent verbal and written communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities; ability to communicate clearly in person and in writing.
- Ability to manage and share information with staff, board, and community.
- Proven ability to work effectively with board members, colleagues, donors and volunteers.

Special Knowledge, Skills & Abilities (cont.):

- Must be able to present, inform, and motivate individuals and groups about the Hub's mission and about philanthropy in general.
- Display grace and inspiration combined with persistence and patience as it relates to contacting, follow-through and completion of all activities associated with soliciting and receiving gifts from donors.
- Be professional, organized and thorough in approach to the work.
- Understand the confidential nature of development work, protect donor information, and maintain all confidence with colleagues, constituents, donors, and the larger community.

Physical Demands:

- Occasionally transfers, lifts and positions objects
- Frequently communicates and exchanges information with others
- May be required to sit at a computer station for extended periods of time in order to complete essential job functions

Educational and Technical Qualifications:

- Bachelor's degree or at least 5 years of direct experience in the development field.
- Membership of or designation by Association of Fundraising Professionals (AFP) is beneficial.
- Experience in development or closely related field of work, such as program development and management, public relations and marketing, or business development.
- Specific experience with development management, grant writing, sponsorship relations, and special events planning is preferred.
- Knowledge of and experience in Endowment and planned giving
- Proven ability to work as both a leading and supporting member of a team. Must be able to develop sincere and constructive working relationships with peers, donors, and volunteers.
- Excellent written/oral communication skills.
- Computer and technology skills required. Experience with donor management and tracking systems or working with larger relational databases is advantageous. Must be adept at working with word processing and spreadsheets; working knowledge of page layout and design programs is helpful.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Senior Citizens Council is an equal employment opportunity employer