



## JOB DESCRIPTION

**TITLE:** Director of Development

**DATE:** June 2021

**DEPARTMENT:** Development

**SUPERVISOR:** Senior Philanthropic Officer

**FLSA Classification:** Exempt

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**SUMMARY:** The Director of Development enhances the high-level individual investor program and maximizes support for MCSF's mission and vision. Reporting to the Senior Philanthropic Officer, the Director of Development will leverage relationships to generate support to complete MCSF's annual fundraising campaign. The Director of Development will design and implement a high-level investor pipeline management system, engage leaders and senior staff from across MCSF, and personally cultivate prospects. It works closely with the Executive Vice President, Development, Regional Directors of Development and President and CEO.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Take responsibility for comprehensive activities designed to build and manage a pipeline of individual investors with 6- and 7- figure giving potential.
- Utilize a wide range of tools - including MCSF's internal records, relationship mapping, and external databases – in order to identify and prioritize a pool of major investor prospects.
- Facilitate strong working relationships with MCSF staff, engaging them appropriately in investor cultivation and stewardship and ensuring adequate preparation for investor meetings.
- Follow established relationship process to cultivate and cement investors and donors to the mission resulting in major gift revenue.
- Maintain a portfolio of approximately 150 active prospects in the major gifts pipeline.
- Work with internal events staff, external event consultants, and event committee chairs to garner major gift prospects and maintain current investor involvement

- Work with the Senior Philanthropic Officer and the Chief Development Officer, Development to expand event and development participation of the Board of Directors.
- Cultivate and increase major gift investor base in assigned region through networking, face-to-face meetings, and substantive phone conversations.
- Solicit and close 5-, 6- and 7-figure gifts that support MCSF's scholarship programs.
- Deepen the participation of major investors in the fundraising process, effectively leveraging them in the identification and cultivation of new prospects.
- Assist in planning and implementing cultivation and stewardship events.
- Maintain a regional travel schedule that actively engages investors and prospects.
- New and Existing Growth – Conduct prospect research of new donors, cultivate and increase our major gifts donor base in the perspective assigned region through networking, face-to-face meetings, and substantive phone conversations

#### **REQUIRED SKILLS AND ABILITIES:**

- Demonstrated ability to identify, cultivate, and steward long-term investor relationships that expand an investor base, increase revenue, and advance Foundation goals.
- Record of soliciting and securing 5- and 6- figure gifts; experience soliciting both annual and campaign gifts is useful.
- Ability to communicate and establish a positive rapport with key C-level executives, experienced philanthropists, charitable foundations, corporations, and senior-level individuals.
- Experience with Raiser's Edge and/or customer tracking databases.
- High degree of self-motivation and initiative, with the ability to prioritize, take the lead on major relationships, and follow projects through to completion.
- Collaborative style that supports information sharing and a team-based approach to fundraising.
- Record of partnering with senior leaders and Board members to meet revenue targets and to deepen stakeholder engagement in an organization.
- Excellent communications skills necessary to discuss emotionally challenging issues with diverse audiences.
- Integrity and judgment necessary to make decisions, seek advice when needed, and take responsibility for actions.
- Ability to travel overnight 50-60% of time.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Experience in and exposure to the Marine Corps/military service is preferred; passion for serving Marine Corps families is essential.

#### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree required or possess at least 8+ years of experience in non-profit development or the equivalent face-to-face relationship management/sales experience with proven revenue results.

**WORKING CONDITIONS:**

- Working conditions are in a standard office environment and will require interaction at sporting events e.g., golf tournaments.
- Work may require extended periods of sitting, standing, talking, or hearing.
- Duties require occasional periods of lifting/carrying items, pulling/pushing items, typing, reaching with hands and arms, stooping, kneeling, and crouching.
- Events require travel outside of DMV area.
- May need to lift and carry up to 35 pounds with assistance.
- Fluctuating work pace/activity level.