



Director of Development

Job Title: Director of Development

Category: Full-Time, Exempt

Reports To: Chief Executive Officer (CEO)

Office Location: 215 W. Breckinridge St., Louisville, KY 40203

Organization Description:

For more than 50 years, ElderServe, a non-profit organization, has been a champion for improving the lives of aging adults in Louisville, KY. The organization's mission is to empower older adults to live independently with dignity. In 2016, ElderServe merged with GuardiaCare, adding **guardianship and financial management services**, and moved to the former GuardiaCare building at 215 W. Breckinridge St. in Louisville, Kentucky. Today ElderServe continues its long tradition of responding and adapting to the changing and growing needs of our community's older adults so that they can live safer, healthier and more meaningful lives.

Position Summary:

The Director of Development is an Executive Management position responsible for the strategic planning, implementation, management, and oversight of all fundraising, community relations and marketing efforts for ElderServe.

Duties & Responsibilities:

- Plans, executes, and facilitates fundraising strategies for broadening the agency's base of support from individuals, foundations, corporations, businesses, and organizations, as well as identifying new sources of support.
- Oversees and is responsible for the success of Annual Fund, Major Gift, Planned Giving, Special Events, Capital and Special Campaign Programs to fund priorities of the organization as set annually by the Board of Directors.
- Works with senior staff and Board leadership to develop and manage the development budget.
- Leads efforts with the Board of Directors, staff and other volunteers to identify qualified prospective donors.
- Solicits and manages the cultivation and solicitation process for all donors and donor prospects; develops a plan for and oversees recognition and stewardship for all donors, including creating strategies for involving the Board and others in donor cultivation and solicitation.
- Leads the Development staff (2) by giving direction, evaluation of set goals.
- Serves as the primary staff liaison to the Development and Communications Committees and secondary staff to Board Development Committee and other

committees as needed. Attends Executive Committee and Board of Directors meetings.

- Assists in Board member recruitment, retention and defining Board responsibilities. Takes an active role in new Board member orientation.
- Coordinates all agency marketing, including all external communications, social media, website, and brand standards.
- May perform other duties as assigned

Educational & Skill Requirements:

- Bachelor's degree
- At least 5 years of development experience with leadership responsibilities, a proven track record of fundraising success, and a thorough understanding of development procedures and systems
- A strong, polished presence and the ability to passionately and clearly articulate the mission and vision of ElderServe
- Self-starter with the ability to effectively organize and manage multiple projects/functions simultaneously
- Flexible, multi-tasker with attention to detail, accuracy and deadlines
- Ability to work and collaborate across departments
- Exceptional people skills with the ability to gain the confidence and acceptance of Board members, volunteers, donors, donor prospects, agency staff, and clients
- Experience working with donor relationship management databases, Microsoft Office, and a variety of social media platforms

Required:

- Reliable transportation and automobile insurance
- Signed confidentiality agreement
- Pass criminal background check and drug test
- Attendance at occasional early morning, evening, and weekend events

Benefits:

- Salary commensurate with qualifications/experience
- Comprehensive benefits package, including health and dental insurance for employee and dependents, life insurance, 403(b) retirement plan with matching, paid days off, and more
- Professional development support through membership in the Association of Fundraising Professionals (AFP) and Fund Raising Executives of Metro Louisville (FREML)

To Apply:

Please submit a resume and cover letter to our search counsel by mail or email only:

Tammy Moloy, Ashley | Rountree and Associates
2525 Nelson Miller Parkway, Suite 106
Louisville, KY 40223
tmoloy@ashleyroutree.com

No phone calls, please.