

Fund Development Director

Job Description

The Fund Development Director is responsible to work with the Board of Directors and Program Coordinators to develop and implement fundraising programs to assure sufficient financial support for operations and development programs.

The duties of the Fund Development Director include:

- Work with the Board of Directors to develop fundraising priorities and goals.
- Integrate all fundraising programs into an annual Fund Development Plan including grant-writing and fundraising.
- Work with the grant-writer, project managers and Public Relations Director to implement the Fund Development Plan.
- Report monthly progress to the Board of Directors and Executive Committee

Required Experience

Communication skills

Organizational skills

Required Training

Some classes may be provided by NMC or NorthSky Non-profits

Time Commitment

12 hours per week