



Director of Development

Classification:	Exempt
Salary Range:	\$70,000-\$90,000 DOQ
FTE	1.0
Department:	Development
Reports to:	CEO/Executive Director
Date:	October, 2023

Summary

Camp Korey empowers children and their families who live with serious medical conditions, through year-round programs, always free of charge. We offer an array of program opportunities including Residential Summer Camp, Family Weekends, and Hospital outreach programs. Camp Korey is a member of the SeriousFun Children's Network, founded by actor/philanthropist Paul Newman, and is accredited through SeriousFun and the American Camp Association.

The Director of Development is a member of the Leadership Team and is responsible for leading and developing a comprehensive fundraising program in support of the camp's mission and strategic goals. The primary objectives of this role include oversight of: annual fund, capital campaign, major donor cultivation, planned giving, grants, in-kind contributions, corporate sponsorships, and fundraising events. The Director of Development will strive to build a greater understanding and support for Camp Korey's purpose, vision, and goals in the region and will serve as the principal architect of the camp's fundraising programs. The Director of Development also serves as liaison with fellow Directors of Development across the SeriousFun Children's Network.

The Director of Development provides leadership to the team consisting of the following direct reports:

- Director of Philanthropy
- Grants Manager
- Data Systems Manager
- Stewardship Manager
- Community Engagement Manager
- Capital Campaign Manager

Responsibilities

- Provide monthly updates and reports to the CEO (Chief Executive Officer), Development Committee, and Board of Directors.
- Create an annual departmental budget and participate in the overall budget process for the organization.
- Provide leadership to an experienced, talented Development Team to:
 - Create and define a strategic fundraising plan, meeting regularly to gauge its effectiveness, and make adjustments as a team when needed.
 - Engage in discussions about marketing and communication plans led by the Marketing Manager
 - Track and report result of major giving streams.
 - Brainstorm new ideas for fund development.



Major gifts

- Based on a long-range vision and strategic development plan, lead a targeted effort to identify and cultivate major donor prospects
- Build outstanding relationships with donors and personally solicit major gifts
- Ensure major donors are being actively engaged with Camp Korey's mission, in accordance with that donor's individual cultivation & stewardship plan.
- Collaborate with the Stewardship Manager and the Development Team to strengthen and implement a compelling donor recognition and stewardship program.
- Ensure the production of inspiring, high-performing fundraising and cultivation events

Other

- Uphold and promote the mission of Camp Korey
- Participate in strategic planning and budgeting
- Develop, recommend, and manage to the department budget
- Hire, evaluate, and motivate development staff
- Develop relationships with other DODs in the community and with other SeriousFun camps
- Maintain compliance with relevant regulations and professional ethical standards
- Join professional associations
- Participate in camp activities
- Other duties as assigned

Key Competencies

- Proven ability to structure and execute annual campaigns and develop and operate a well-functioning Development Team
- Proven ability to identify and adopt fundraising best practices and ethics, and train staff and volunteers in accordance with these practices.
- Skilled in conveying ideas, organizational needs, and accomplishments through both written and verbal communication.
- Knowledge and connections in the philanthropic communities of Seattle and the greater Puget Sound region
- Highly organized and able to manage time and prioritize project deadlines
- Must be adaptable to changing demands and priorities.
- Trusted to maintain sensitive information as confidential, at all times
- High level of integrity and impeccable work ethic

Required Education, Training, and Experience

- At least three years' experience in nonprofit work
- Bachelor's degree required
- High proficiency with Microsoft Office suite

Preferred Education, Training, and Experience

- Master's degree preferred
- Three or more years in executive fund development preferred
- Working knowledge of database (Raiser's Edge, Salesforce, or similar CRM)



Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Eligibility Requirements

- Valid driver’s license
- Background check
- Current Vaccinations
- CPR/AED Certification

EEO Statement

As an Equal Opportunity Employer, Camp Korey makes employment decisions based on merit, qualifications, and competence. All applicants are considered for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training. Camp Korey appreciates diversity amongst our staff and encourages all qualified applicants to apply.

Signatures

This job description has been approved by all levels of management:

CEO/Executive Director _____ Date _____

Human Resources _____ Date _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____