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## POSITION DESCRIPTION

### Director of Development

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#### ABOUT URBAN TRIAGE, INC.

Urban Triage, Inc. is on a mission to transform culture, institutions, and communities to ensure a humane future. At the same time, we engage systems in implementing systematic, sustainable, equitable, and clinically sound approaches to health behavior and prevention. We are poised to do this through education, community support services, and advocacy that systematically reduces and eventually works to eliminate barriers such as inadequate education, lack of access to resources, and class and health disparities.

Our goal is to promote positive health outcomes and reduce significant health disparities at the community level. We do this by meeting basic needs and then engaging communities through educational opportunities and effective advocacy at multiple levels. We stand in the gap for those most in need through advocacy, transformative education, and critical coordinated services between partner organizations, city officials, and community resources. Most critically, we do this with the community's trust and track record to carry out the work.

#### POSITION

The Director of Development is responsible for managing the development and fundraising efforts of Urban Triage and its initiatives. The incumbent should be attentive, persistent, flexible, and able to handle criticism. They should also be donor-centered, unlike the CEO, whose role is organizational-centered. In addition, the Director of Development will provide direction to the CEO regarding donors, events, and innovative strategies to meet programming goals. Primary responsibilities include managing the following activities: 1) Relationship Management of Sponsors and Advertisers; 2) Donor Stewardship and Reporting; 3) Oversight of Fundraising Events and Award Programs, and 4) Development and Maintenance of Fundraising Efforts (events) of the Organization; 5) Grant Writing Support and 6) Ensure Organization Budget is Met.

#### DUTIES AND RESPONSIBILITIES

- Maintain expectations for financial contributions from the Board. Solicits gifts at levels required for annual, unique, and planned-giving programs.
- Oversees solicitation and acknowledgment letters.
- Establishes a comprehensive list of various UT activities that donors could "endow" as a one-time gift or by sustained funding over time to help defray the cost of such activities, which the UT has historically supported with its funds.

- Seeks donations from members, the general public, affiliated societies, and other appropriate sources every year using various media outlets, such as the Internet, print, direct solicitation, and the like.
- Accesses databases of donors to analyze and direct types of solicitations for various types and levels of donors.
- Develop and maintain ways of thanking and acknowledging gifts and donations.
- Involves and motivates Board members and volunteers in cultivating and soliciting gifts, including nonmonetary gifts and donations.
- Supports the development of strategies for involvement and cultivation of major gift prospects.
- Evaluate potential prospects for additional contributions.
- Write funding requests, develop budgets, and prepare reconciliation for funders to ensure compliance with support agreements.
- Carry out fundraising campaigns and cultivation events.
- Focus on improving existing efforts and creating new opportunities for engagement.
- Secure event sponsors and onsite attendee experience.
- Maintain all needed files and systems to track fundraising efforts and donor relations, including sponsor and donor databases related to areas of responsibility.
- Manage short-term and long-term special projects as they arise.
- Monitor budget as well as provide appropriate tracking and trending reports.
- Develop and execute an annual fundraising plan.
- Develop and maintain ongoing relationships with major donors.
- Lead and engage the senior management team, including communications, in developing compelling messages for new and broader donor audiences.
- Prepare development reports.

## **SKILLS AND QUALIFICATIONS**

- Bachelor's degree desired or equivalent experience.
- Minimum five years of work experience demonstrating competency in comprehensive development programs, community relations, and communications/marketing.
- Knowledge of fundraising, including development planning, annual giving, and major gift cultivation and solicitation.
- Knowledge of communications planning, social media, and public relations.
- Excellent interpersonal, management, verbal, and written communication skills.
- Knowledge of budget development, administration, and staff management.
- Computer skills preferred include MS Word, Excel, PowerPoint, Outlook, and donor database.
- Some evening and weekend work is required.
- Ability to manage and prioritize multiple projects and timelines.
- Acute attention to detail and high accuracy in outputs.
- Able to work successfully in a team environment.

## **BENEFITS**

- Health, Dental, and Vision Insurance.
- Employee Wellness Benefits up to \$10K for executive-level employees.
- Receive 4 Weeks of Vacation plus PTO and Sick Leave Annually.
- Two Weeks of Paid Time Off for Christmas Break.
- Qualify for Disability Insurance after one year for all executive-level employees.
- Qualify for bonuses after one year of employment.
- Qualify for employee compensation incentive after one year of employment for all executive-level positions.

## **DISCLAIMER**

The job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

## **COMPLIANCE REQUIREMENT**

This job adheres to the ethical and legal standards and behavioral expectations outlined in the code of business conduct and company policies. As a component of job responsibilities, employees may have access to covered information, cardholder data, or other confidential information that must be protected at all times. In connection with this, all employees must comply with both the Health Insurance Portability Accountability Act of 1996 (HIPAA) as described in the Notice of Privacy Practices and Privacy Policies and Procedures as well as all data security guidelines established within the Company's Handbook of Privacy Policies and Practices and Information Security Policy. Furthermore, it is every employee's responsibility to comply with the company's Code of Business Conduct. This includes but is not limited to adherence to applicable federal and state laws, rules, and regulations, as well as company policies and training requirements.