



Fidos For Freedom, Inc.

Job Description

Job Title: Director of Development
Reports to: Executive Director
Prepared By: Executive Director
Approved By: Board of Directors
Approved Date: June 4, 2022

***NOTE:** This position is a volunteer position with the hopes of more funds coming in to make this a staff position.*

SUMMARY

Directs and coordinates Fidos Development department by performing the following duties personally or through volunteers.

Director of Development will be appointed by the Executive Director and approved by the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Represent the Organization in a professional manner and uphold and enforce the Organization's philosophies and policies.
- Solicit new ideas and suggestions for organizational development from the general Organization.
- Review the organizational compatibility of plans to pursue and set goals for new fundraising efforts pending the Executive Director's approval.
- Spearhead efforts to implement new plans for fundraising.
- Executive Director will oversee, review the effectiveness of, make suggestions and approve each event's fundraising efforts.
- Ensure that continued public communication occurs through the Organization's web page and social media in coordination with all departments.
- Prepare section of Combined Federal Campaign (CFC) for Development department.
- Prepare departmental budget with the Executive Director.
- Establish and maintain working relationships with various organizations for the benefit of Fidos For Freedom, Inc.
- Identify and recommend new policies and procedures to the Executive Director to promote and facilitate growth of the Organization.
- Delegate assignments and supervise departmental volunteers to ensure timely completion of development projects.
- Schedule and attend departmental meetings and submit proceedings to the Executive Director for dissemination to the Board.
- Attend all meetings as requested (staff, Board of Directors, and departmental).
- Other duties may be assigned.

SUPERVISORY DUTIES

Carries out supervisory responsibilities in accordance with the Organization's policies and applicable laws.

These responsibilities include all volunteer activities as well as training, supervising, motivating, and working with multiple volunteers.

Manage volunteers in all departmental activities. Is responsible for the overall direction, coordination, and evaluation of these areas.

QUALIFICATIONS

To be successful, this individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- General knowledge of the non-profit industry as related to the Organization.
- General knowledge of development, promotional processes, and nonprofit fundraising.
- Strong organizational skills, public speaking experience, and the ability to be flexible while managing multiple tasks.
- Ability to develop and write materials for a variety of audiences.
- Computer skills, including knowledge of programs used to perform required tasks.
- Ability to read, analyze, and interpret general business documents.
- Ability to initiate solicitations for donations, events, and volunteers.

EVALUATION

The Executive Director will perform the annual performance review of the Director of Development.

DIVERSITY AND INCLUSION STATEMENT

As an organization whose mission consists of improving the lives of its clients through the power of dog partnerships with assistance and therapy dogs, Fidos is committed to ensuring and promoting a diverse and inclusive organization within its Board, clients, and volunteers. Fidos does not consequently discriminate based on the covered classifications as set forth in non-discrimination law, including of note, in terms of people with disabilities. As such, the organization proactively and collaboratively provides reasonable modifications in policies and procedures to persons with disabilities.

EEO STATEMENT

Fidos For Freedom, Inc., is an equal opportunity employer and does not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, race, religion, sexual orientation, or any other status prohibited by applicable law. Fidos for Freedom provides reasonable accommodation for qualified individuals with disabilities and disabled veterans.