



JOB DESCRIPTION

Title: Director of Development **Reports to:** VP of Communications and Development

Location: RHN **Staff Supervised:** None

Department: Development **Status:** Exempt

Position Purpose: Develop philanthropic resources to meet designated needs.

Qualifications/Basic Job Requirements:

- Bachelor's degree
- Minimum four to six years experience in fund development, or comparable experience
- CFRE a plus
- Excellent writing and verbal skills
- High-energy individual with excellent interpersonal skills
- Comprehensive knowledge of fundraising best practices
- Ability to work within a team
- Excellent organizational skills
- Excellent public speaking skills
- Self-starter with ability to work independently
- High engagement skills
- Windows-based computer experience or training
- Belief in the mission and vision of Rosecrance
- Reliable transportation for travel within Northern Illinois.

Essential Responsibilities:

1. Work hours prescribed and any additional hours deemed necessary for the responsibilities assigned.
2. Collaborate with the VP of Communications & Development and the Special Events Coordinator to plan and execute the fundraising and stewardship events of the Foundation.
3. Assist the VP with cultivating relationships with donors and potential donors to support events and major gift fundraising efforts.
4. Support Rosecrance Board Members and Staff in their participation in major gift and special event fundraising.
5. Develop, implement and manage a successful internal and external annual fund campaign.
6. Develop and manage appeals to support special projects identified by Rosecrance leadership team.
7. Manage external and internal resources to develop philanthropic grant proposals, manage grant deadlines and reporting requirements to support organizational needs.
8. Present programs, conduct tours, and educate individuals about Rosecrance programs and giving opportunities.
9. Enhance church relationships and giving opportunities.
10. Lead and contribute to the accomplishment of Foundation Key Performance Indicators.
11. Work on special projects as assigned.

12. Adhere to the AFP Code of Ethics and Donor Bill of Rights.
13. Understand and comply with all of the principles established by the Rosecrance Corporate Compliance Program and Code of Ethics.
14. Perform all responsibilities in compliance with the mission, vision, values and expectations of Rosecrance.
15. Deliver exceptional customer service consistently to every customer.
16. Serve as a role model for other staff, patients and customers and demonstrate positive guest relations in representing Rosecrance.
17. Assume other related responsibilities as delegated

Physical Requirements/Percentage of Work Time

1. **Vision:** Must be able to read printed and/or handwritten materials from a variety of sources 75-100%
2. **Hearing:** Must be able to hear well enough to communicate with coworkers 50-79%; answer incoming phone calls 0-24%
3. **Standing/Walking/Mobility:** Must have mobility between departments within the facility 50-79%,
4. **Climbing/Stooping/Kneeling:** 0-24%
5. **Lifting/Pulling/Pushing:** Must exert up to 20 pounds of force occasionally and/or up to 5 pounds of force frequently to lift or move objects 25-49%
6. **Fingering/Grasping/Feeling:** Must be able to finger keyboard for computer work and phone equipment for placing/receiving calls 75-100%
7. **Sitting:** must be able to sit for prolonged periods of time when using the computer 75-100%

Environment:

Exposure to bloodborne pathogens requiring the use of universal precautions and/or personal protective equipment.

Exposure to computers.

To Apply:

Please visit - <http://www.rosecrance.org/careers/>

For information - <http://www.rosecrance.org/careers/>

Or eyanez@rosecrance.org

Disclaimer:

The above examples are intended only as illustrations of various types of work performed in this position. The omission of specific statements or duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Requirements are representative of the minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee will possess the abilities or aptitude to perform each duty proficiently.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Employee Signature

Date

HR Signature

Date