The Ronald McDonald House Charities® of Connecticut and Western Massachusetts serves as a home away from home housing children and their families who are being treated at nearby hospitals and healthcare facilities.

SUPERVISION: The Director of Development reports to the Executive Director.

STATUS: This is an exempt/salaried position, with an expectation of a minimum 40 hours per week. It is an 'at will' employment position, which means that either RMHC CTMA or the employee may terminate employment at any time, with or without cause or without notice.

BENEFITS: Employee Benefits Package

Purpose of Position:
The Director of Development reports to the Executive Director. The Director of Development is responsible for the planning and implementation of the Chapter’s comprehensive development program, developing the strategic direction of the fund development and brand activities of the Chapter, promoting in-kind and financial support for the Chapter, growing donor development through analysis and outreach, overseeing the departmental staff and committees by setting goals, monitoring work, and evaluating results to ensure that goals are met and are in line with the needs and mission of RMHC, supporting regional (CT & Western MA) community fundraisers and other duties that may be assigned by the Executive Director. Work is performed under the general supervision of the Executive Director who sets direction, reviews completed work with the employee, and evaluates overall performance in accordance with the mission, policies and procedures set by the Chapter.

Duties and Responsibilities:

Essential Functions:
- Supervise the Development Team; currently consisting of the RMH Springfield Development Manager, RMH Connecticut Development Manager.
- Develop and execute an annual, long-term development plan to include direction, timeline and scope for annual and major gift fundraising activities including events, campaigns, giving programs, direct mail and direct solicitation of gifts.
- Working with the Executive Director and Board of Directors, determine short and long range fundraising needs for the organization and develop appropriate campaigns to meet these needs.
- Manage budgets for all fund development activities and report monthly on revenue vs. fund development expenses.
- Help identify, cultivate, recruit and develop fundraising volunteers and leadership including leading the Development Committee.
- Revise and redevelop current and future Capital Campaign plans and timelines.
• Working with the Development Managers to conduct Prospect Research on potential donors, corporations and foundations.
• Collaborate with the Director of Communications in direct mail and electronic/social media plans developing opportunities to enhance and expand Annual Giving.
• Develop and maintain a donor appreciation program, continually seeking new and innovative ways to thank and engage donors at all levels.
• Working with Board of Directors, House Advisory Councils and affiliated partners, create a series of cultivation events and activities.
• Identify, cultivate and develop community partnerships and third party fundraising opportunities to increase annual fund.
• Create and manage Planned Giving Program attracting prospective donors to the organization.
• Research and write grants to secure Foundation and Corporation Support.
• Perform all duties necessary for effective and efficient implementation of campaign plans and activities including prospect identification, cultivation, solicitation and fund development.
• Solicit and secure gifts of $1,000 and up.
• Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors and ensure compliance with code of ethical principles and standards of professional fundraising executives.
• Prepare and oversee the annual expense and revenue budgets for fundraising projects.
• Provide a quarterly and annual report to the Executive Committee of the Board on status toward goals.
• Work with the Board of Directors and associated committees on a culture of philanthropy and Board giving.
• Conduct tours for new or prospective donors and community members as needed.
• Work closely with McDonald’s Owner/Operator Association on all related McDonald’s RMHC fundraising programs including donation boxes, Round-Up for RMHC, and in-restaurant fundraising.
• **Perform other duties incidental to the work outlined in this position description as requested by the Executive Director.**
• **Contribute to RMHC team efforts by maintaining positive, supportive and flexible working relationships with fellow staff and volunteers in the mutual pursuit of providing comfort and care to families of seriously ill or injured children being served by the Ronald McDonald House Charities of Connecticut and Western MA.**

Other Duties:
• Position description is not an inclusive list of all responsibilities. Additional duties that are consistent with the responsibility level of this position may be assigned.

Qualifications:
• 5-7 years progressive work in fund development, experience marketing, public or community relations (relevant work experience required.)
• Ability to manage and coordinate several projects simultaneously.
• High energy worker who is resourceful, organized, professional, takes initiative and able to handle multiple priorities while maintaining close attention to detail and deadlines.
• Ability to work collaboratively with a wide range of people and personalities.
• Excellent time and project management/organizational skills.
• Excellent presentation skills (persuasion/sales/donor solicitation).
• Excellent written communication skills (grant writing, case statements, direct mail, etc.)
• Flexible, diplomatic, trustworthy, creative, poised and professional.
• Enthusiastic, energetic and willing to work as a team member.
• Maintains a professional manner to effectively interact with the Board of Directors, volunteers, staff and community.
• Computer skills including Microsoft Office, Raiser’s Edge or comparable software skills.
• Ability to maintain confidential matters.

**Work Environment/Physical Demands (if any)**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential job functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Working conditions includes but not limited to the following:
- Local travel/occasional overnight travel.
- Some light lifting may be required.
- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.

**Occasional weekends and nights required.**

Cover letter and resume may be sent to:
Michelle D’Amore, Executive Director
mdamore@rmhc-ctma.org