

Fund Development Director Job Description

Mission: Providing opportunities for individuals 50 years of age and older to thrive through meaningful collaboration, socialization, education, and wellness programming.

Job Title	Fund Development Director	Position Type	Full-time
Location	3000 E. College, Appleton WI 54915	Position Classification	Exempt
Reports To	Executive Director	Liaison To	Board of Directors

Position Summary

The Development Director is responsible for managing and implementing the organization's fund development plan, generated as part of the organizational strategic planning process. Position is responsible for planning, execution, control, and evaluation of fundraising, public relations, education, and outreach for the organization. The Fund Development Director works closely with the Executive Director, Board of Directors, Staff and fundraising volunteers to enhance and support the overall mission of the Mary Beth Nienhaus Activity Center and to ensure that ample unrestricted and program funds are generated.

RESPONSIBILITIES

The following duties are typical for this position but should not be considered exclusive or all-inclusive. Additional tasks may be assigned as needed. As a small team, we rely on each employee to be flexible and willing to assist in other areas based on seasonal needs and activities within the center

Donor Solicitation, Maintenance, Stewardship and Cultivation

- Engage with major donors and other key funding organizations.
- Foster positive donor relationships through written letters, thank you notes, phone calls and/or visits.
- Seek out grant opportunities, write grant requests and grantee reports.
- Seek out sponsorships for Civic League event support.
- Research and target charitable trusts supportive to the needs of those serviced within the organization.

- Ensure grant proposals made to public agencies, including local, state, and federal governments and private foundations, as well as all final reports are completed in a timely and effective manner.
- Develop guidelines to ensure compliance with all requirements related to receipt of public and private funds, planned-giving and endowment funds.
- Development of documents to include impact reports, fundraising press releases, fundraising letters, flyers, proposals, with assistance of Marketing Coordinator.
- Development of the quarterly Donor Newsletter
- Fully utilize the capabilities of the Network for Good donor software including maintaining proper donor records and submission of reports to the Executive Director.
- Other duties as assigned by the Executive Director

Qualifications

- Commitment to the mission and values of the organization.
- In-depth knowledge of stewardship, business, and fundraising development strategies.
- Must have a demonstrated record of successful stewardship and strong grant writing skills.
- Demonstrated ability to influence others to support the organization's mission; to be an effective advocate.
- Have a positive attitude with strong communication and verbal skills; and can communicate successfully with the community, donors, and potential donors in both a written and verbal format.
- Must be self-motivated, energetic, and professional.
- Must be proficient in computer skills.

Educational Requirements

- Minimum of 5 years of fund development experience
- Bachelor's Degree highly preferred

Essential Functions and Work Requirements

- Ability to represent and articulate the mission of the Mary Beth Nienhaus Activity Center clearly and passionately.
- Ability to collaborate and communicate effectively in a team setting.
- Conduct tours of facility to individuals, potential funders and/or donors.

- Operate office equipment, i.e. personal computer, telephone, copier.
- Work independently with minimal supervision.
- Comprehend written and/or verbal communication.

Equipment

Office

- Personal Computer
- Copy Machine
- Telephone
- Voice Mail
- TV
- Popcorn Machine

Building

- Multipurpose Room
- Fans
- Paging System
- Fire Alarm System
- HVAC System
- Security Camera-Door Looking System
- Washer/Dryer
- Power Scrubber
- Wet Mop/Dry Mop

Kitchen

- Gas Stove Controls
- Refrigerator Controls
- Freezer Controls
- Warmer Controls
- Coffee Machine

Physical Demands

- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch. The employee may occasionally lift and / or move up to 40 pounds.

Employee:		Date:	
Executive Director:	Dawn M. Gohlke	Date:	
Last Updated By:	Executive Director	Date:	08.2025