



## Senior Resource ASSOCIATION

*Promoting Independence in our Community*

### **Position Opening Director of Development (FULL TIME)**

#### **About the Organization**

Senior Resource Association (SRA) is a 501 (c)(3) non-profit organization that provides services to support and advocate for independence and dignity of older adults throughout Indian River County. Our organization was established in 1974 to provide services and programs that promote an active, healthy, and independent lifestyle for older adults. We provide and manage the Meals on Wheels of Indian River County programs, Adult DayAway programs, In-Home services, and Transportation for seniors and their families. With two locations in Vero Beach and Sebastian, SRA operates the only state licensed Adult DayAway programs in the County.

Our goal is to keep seniors healthy and in their own homes for as long as safely possible. Due to memory loss, brain injury, food-insecurity, and/or lack of socialization, all families have a special need for their loved one that leads them to Senior Resource Association. SRA is recognized as the lead agency in Indian River County for homebound and community-based services for seniors and adults aged 18 and older. For more details, visit [www.SeniorResourceAssociation.org](http://www.SeniorResourceAssociation.org).

#### **Position Summary**

Reporting directly to the President/CEO, the Director of Development oversees all activities related to philanthropic giving for operating, capital and endowment funds. In partnership with the President/CEO and other key volunteers and staff, the Director of Development provides leadership, management and coordination for fundraising, Capital Campaign and outreach efforts. He/she directs the work of two full-time positions, the Development Assistant and Special Events Coordinator in their roles in supporting Development to meet organizational fundraising goals.

The Director of Development manages all aspects of the fund development program and secures funds in a wide variety of ways, including but not limited to: identifying prospective supporters, building and cultivating relationships, making direct requests to individuals for major gifts, and annual fund campaigns; asking corporations for financial support through business partnerships, sponsorships, and general operating support; seeking grants from private foundations and government entities; and overseeing fundraising events, including the SRA golf tournament and bingo luncheon.

#### **Duties and Responsibilities**

1. **Development Plan:** Develop and implement an annual Development Plan, in collaboration with the President/CEO, Development Committee and Board of Directors.
2. **Donor Relationships:** Lead the effort to establish, cultivate and steward strong relationships with donors including development and implementation of a donor recognition program, and timely, appropriate communication with donors to increase their loyalty to SRA's mission. Lead coordination of donor stewardship and cultivation events.
3. **Major Gifts:** Create individual donor/prospect cultivation plans and cultivate and solicit major gifts. This includes working with members of the Board of Directors and Development Committee.
4. **Grants:** In collaboration with Chief Finance Officer and Program Director, identify, research, and write funding proposals to foundations, corporations, and organizations. Develop relationships with key personnel and trustees

at these institutions. Assure grant reporting requirements are fulfilled in a timely manner.

5. **Business Support:** Prospect, cultivate, and secure gifts and sponsorships from businesses.
6. **Planned Giving:** Research and cultivate donors for estate planning purposes, including bequests, charitable remainder trusts, annuities, legacy campaign, and other planned giving tools.
7. **Fundraising Events:** Provide overall direction and solicit sponsorships of special fundraising events. Support, provide information, and encourage fundraising event committees.
8. **Annual Fund and Underwriting:** Solicit and secure funds for general operations and a variety of programs and events.
9. **Other Funding Sources:** Solicit in-kind gifts, matching gifts, and other funding sources.
10. **Capital Campaign:** in partnership with the President/CEO, determine an overall strategy and oversee the execution of any board-approved Capital Campaigns.

Remain current with all aspects of philanthropy, ensure SRA's fundraising is conducted within the highest ethical and legal standards, comply with the Association of Fundraising Professionals code of ethics, and maintain confidentiality of all donor records.

### **Qualifications**

Required: Bachelor's degree in related field. Minimum five years of experience of fundraising experience, directly applicable to the primary work required. Passion for the organization's mission and initiatives. Positive, energetic, and outgoing attitude with a strong work ethic, team-player mentality, and willingness and ability to adapt to changing scenarios. Out-of-the-box strategic thinking, self-motivated, committed, and ability to implement plans that support moving the organization forward.

Preferred: Experience with Capital and Endowment Campaigns. Certification specializing in fundraising credentialed from the Certified Fund-Raising Executive (CFRE) International.

### **Hours, Salary and Benefits**

Full-time, exempt position with health, retirement, vacation, and other benefits. Salary negotiable and commensurate with experience. Some weekend and evening work required.

### **To Apply**

Submit resume, list of three references, and cover letter detailing experience as it relates to the position and motivation for applying, as well as salary requirements to [cstephens@sramail.org](mailto:cstephens@sramail.org). Applications will be reviewed on a rolling basis.

*Revisions, additions, or deletions to this job description may be made at any point. The Senior Resource Association is an Equal Opportunity Employer.*