



Development Director

The Development Director will be responsible for the ongoing growth and development of the organization financially. Their primary responsibility is stewardship, development and recognition of the organization's current donor base with a secondary responsibility to grow the organization through new donor acquisition.

Goal 1: Keep a Partner

Goal 2: Gain a Partner

Responsibilities and Duties:

- Report directly to the Executive Director
- Work alongside Grant Writer to raise funds for projects
- Develop and execute the annual development plan
- Create and manage procedures to raise funds according to budgetary needs
- Build and manage development team to effectively procure funding goals
- Create and maintain effective and efficient database management systems to oversee all development functions (recognition, donor information, development strategies, etc.)
- Recognize donors with consistency and creativity in a manner that retains over 50% of all 1st time donors and over 97% of consistent donors.
- Meet with donors, comfortable building relationships and asking for financial support
- Public speaking engagements on occasion to represent the organization
- Raise level of awareness about Ncompass and its work
- Attend monthly officer meetings as needed
- Support Ncompass financially at some level

Job specifications:

- Experience in donor development
- Organizational skills are essential
- Strong communication skills and abilities required
- Knowledge of database and tracking systems preferred
 - Knowledge of Microsoft applications (Word, Excel, Powerpoint, Access) preferred

Time Requirements

Average 5 hours per week minimum

**The Development Director is a volunteer position. They must be self-motivated and proactive. This position is subject to change as Ncompass grows as an organization, and the job description may be expanded as necessary to accommodate growth and new Ncompass efforts. The individual in this role will be given latitude as to how to perform their duties and how to build this position.*

To apply for this position, please submit your cover letter and resume to Katie Matheny at katie.matheny@worldncompass.org

For more information, visit www.worldncompass.org