

Portland Handweavers Guild

Director of Development Job Description

We are looking for a volunteer to act as director of development to secure financial support for our organization. The director of development will set and achieve fundraising goals, maintain knowledge of fundraisers' interests, and cultivate relationships with fellow members and volunteers.

Director of Development Responsibilities:

- Collaborating with the board of directors and other guild members to create and implement a fundraising plan.
- Furnishing board with regular progress reports.
- Collaborating with a network to identify and build relationships with new donors.
- Maintaining relationships with existing members/sponsors.
- Obtaining financial support from individuals and organizations.
- Generating development materials such as grants and case statements.
- Identifying and assisting a donations chair with processing/evaluation of donated assets.
- Work with other board members to gather volunteer information and collate volunteer hours.
- Develop and document donation policies and procedures.

Director of Development Requirements:

- Proficient with sponsorship solicitation and familiarity with seeking and filing grant applications.
- Proficient with applying computer skills to development projects.
- Proficient with social media platforms.
- Understanding of best practices.
- Outstanding communication skills, both verbal and written.
- Ability to work independently.

Draft Outline, 8/24/23

Approved by board on 8/24/23