



**Title: Director of Development**  
**Reports To: WBHOF President**  
**FLSA: Professional Exemption**

**Position Summary:** The Director of Development will be responsible for all external fundraising and development activities for the Women's Basketball Hall of Fame (WBHOF). This position will be responsible for forging new relationships to build the WBHOF's financial resources and cultivate the future sustainability of the Hall through annual giving, endowment and grants. The Director of Development will be responsible for the creation of a WBHOF donor base to ensure future increase of donations through donor relationships, donor contributions, capital campaigns and ongoing fundraising efforts.

### **Fundraising/Development Duties and Responsibilities**

- Work with the President and Board of Governors committee chairs to identify funding needs and effective fundraising activities.
- Determine funding targets through research and prospecting to create multiple donor and philanthropic sources.
- Create and manage fundraising and capital campaigns.
- Develop resources to meet annual WBHOF operational goals.
- Research funding sources and trends, with foresight to position the WBHOF to engage donors, solicit major gifts and effectively execute donor campaigns.
- Develop donor informational and solicitation collateral materials.
- Create an immediate and long-term target list for donation solicitation.
- Write, edit and submit proposals, letters of interest, concept papers and archive all proposals with a long-term relationship-management approach.
- Create Development Strategic Plan to be presented to the President and the Board of Governors.
- Follow a management process from prospect research, cultivations, solicitation and stewardship of all donor gifts.
- Communicate fundraising efforts and progress with WBHOF President to ensure that flow of funds permits the WBHOF to make continuous progress toward the achievement of its mission. Monitor and report regularly on the progress of the development program.
- Coordinate with the Communications Committee to develop a Fundraising Communication Plan to strengthen public recognition, credibility, interest in and support of the organization.
- Monitor all donor information and create and maintain a fundraising database and tracking system. Provide and present statistical analysis to WBHOF President and Board of Governors.
- Ensure comprehensive marketing, branding and development strategies pertaining to development that will ensure growth and enhance revenue from donors, philanthropic foundations and government agencies.
- Present at business, community, national and neighborhood groups meeting regarding WBHOF's development strategy as requested by the President.
- Support the organization's short- and long-term strategic goals.

### **Donor**

- Develop a comprehensive donor base through relationship building and maintaining key long-term relationships with donors and prospects.
- Develop and implement a stewardship program to cultivate effective relationships with donors.

## **Education and/or Experience**

- Bachelor's degree from a four year-college or university along with 5+ years development experience with a tangible record of effectively reaching development financial goals.
- Experience in managing and forging relationships with multiple donor sources.

**Compensation:** Commensurate with experience. Excellent benefits.

**Minimum Qualifications Required:** To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will require the ability to travel to develop relationships with potential donors, solicit and secure donations.

## **Skills Required**

- **Computer Skills**  
To perform this job successfully, an individual should have knowledge of internet, Project Management, Spreadsheet and Word Processing software. Must be proficient in Microsoft Word, PowerPoint and Excel and familiar with desktop publishing software. Ability to create, design and develop collateral materials.
- **Communication Skills**  
Ability to read, analyze and interpret general business periodicals, professional journals, financial reports and legal documents. Ability to write reports, business correspondence, presentations and proposals. Ability to effectively present information and respond to questions from management, clients, customers, the public, WBHOF President and WBHOF Board of Governors.
- **Analytical Skills**  
Ability to define problems, collect data, establish facts and draw valid conclusions. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

*All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Women's Basketball Hall of Fame affirmatively states that it does not discriminate on the basis of race, sex, or disability in its programs and activities, and this policy extends to employment by the WBHOF.*