



CRIM FITNESS FOUNDATION, INC.
JOB DESCRIPTION

POSITION TITLE: Development Director	PT	FT	S	A	NE	E
RESPONSIBLE TO: Chief Executive Officer		X		X		X

COMPENSATION: Annual salary and benefit package commensurate with education and experience.

JOB SUMMARY

This position collaboratively develops, implements, and evaluates strategies for a comprehensive fundraising program to increase funds raised from individuals, corporations, and foundations.

LINE RELATIONSHIPS

This position reports directly to the CEO, but works closely with all members of the management team, agency staff, volunteers and the Board Fund Development Committee.

JOB FUNCTIONS

- Responsible for designing and implementing fund development strategies including personal and planned giving, donor cultivation and relations, sponsorships, and grant writing;
- Perform fund development activities including prospect research, donor management, and the preparation of solicitation letters, letters of inquiry, applications, and grant/sponsorship proposals;
- Conduct research necessary to adequately assess community demographics, needs, and service gaps and utilize these needs in proposal statements and program plans. Assist in the preparation of narrative programmatic reports for internal and external funding sources;
- Develop relationships with members of the community including donors, public officials, funding sources, and consumers;
- Work in conjunction with program and management staff to implement an organizational development and marketing plan;
- Work closely with the CEO in the preparation of the annual agency budget;

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified, nor as a guarantee that the duties described will only be performed by personnel assigned to this job description. The Employer reserves the right to revise the duties and responsibilities of this position at any time at its sole discretion.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree

EXPERIENCE: Minimum five (5) years' experience in comprehensive and progressively responsible fund development experience;

KNOWLEDGE, SKILLS AND ABILITIES:

- particular skill in Development Program design, start-up
- strong public speaking skills
- proven ability to communicate effectively with boards of directors, volunteers and high net worth individuals
- ability to collect and evaluate data regarding needs, services and gaps to develop needs statement for soliciting direct support
- ability to communicate with individuals facing economic, social, or educational barriers
- good interpersonal and professional skills, including but not limited to professional appearance, tact, punctuality and dependability
- self starter with the ability to function under tight deadlines and coordinate multiple tasks simultaneously

SPECIAL REQUIREMENTS:

- Resume and References
- Valid Michigan Driver's License
- Proof of current Automobile Insurance
- DMV Printout (no outstanding violations)
- Must pass background check (federal, state, including DHS Central Registry)
- Regularly required to sit, stand, and walk for long periods of time
- Must be able to lift 25 lbs.
- Regularly required to work indoor and/or outdoors for extended periods of time
- Routinely works in an office environment; normal levels of sound in the workplace, with natural and artificial lighting.

The Crim Fitness Foundation Is An Equal Opportunity Employer.



By: Gerald S. Myers, CEO

Date Implemented: 12.17.2014

Date Revised: 01.25.2017

Date Revised: 09.02.2019