

**POSITION PURPOSE:**

The Development Director is accountable for the performance and success of fundraising events and strategies across the Greater Kentucky and Southern Indiana territory to meet revenue goals. This person will mobilize and manage staff and volunteers to produce Chapter's special events and fundraising initiatives according to Home Office timelines and best practices and serve on the Chapter's senior management team. In addition, this person will be responsible for working with Home Office partners including Major Gifts and Corporate Initiatives to grow all potential revenue sources for the chapter.

**ESSENTIAL JOB FUNCTIONS:**

- Recruit, onboard, train, and retain development team responsible for goal achievement and event production.
- Supervise staff as they coordinate multiple Walk to End Alzheimer's within the territory, The Longest Day and other special events to include staff assignments, team captain/walker recruitment and retention; sponsor cultivation and solicitation; promotion and marketing activities; and all event logistics.
- Assist staff in identifying, recruiting, training and managing high impact volunteers who will assist the organization in increasing concern and awareness as well as growing revenue.
- Work with chapter volunteer and constituent relations coordinator to identify donors with larger giving potential
- Work with the Executive Director to identify and develop non-events based revenue streams for the chapter
- Oversee Chapter Alzheimer's Workplace Alliance Program
- Prepare reports and provide information as requested and required; oversee project budgets and maintain financial records for events.
- Provide support to overall fundraising operations of the territory to include: customer service to constituents; database mining and management; donor/sponsor/advocate relations and communications; management of vendor relations; etc.
- Serve as chapter liaison by participating in community events throughout the 125 county territory and fielding questions and requests from the public.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree, Professional Certifications (CFRE or CFRM) preferred
- 5+ years work-related experience preferred in marketing, fundraising, nonprofit management or related field

- Excellent computer and database skills
- Outstanding verbal and written communications skills, sales and marketing, volunteer management and development experience
- Detail oriented, adaptable, organized and able to successfully manage multiple projects and tasks
- Ability to work evenings and weekends as necessary
- Ability to travel within chapter territory and occasionally for overnight meetings and conferences
- Must have valid driver's license, proof of insurance and access to reliable transportation