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EXECUTIVE DIRECTOR

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Helping to Navigate the Complex Course of Autism • Home of the Grotto School

## St. Gerard House Job Description Development Director

**Job Overview:** Reporting to and in partnership with the Executive Director (ED) and Board of Directors, the Development Director will spearhead (coordinate) development efforts as St. Gerard House continues to grow. A new position in the organization, the Director will have the opportunity to enhance the development function.

**Reports to:** Executive Director

**Work Schedule:** The Development Director is expected to be present during the Center's operating hours

**Employee Classification:** Salary, Exempt- 30 hours per week

**Qualifications:** Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Publisher, Access); Adobe (Photoshop, Illustrator, InDesign, Acrobat); Word Press, Google Suite

**Essential Responsibilities:** The primary duties of the position include:

- Develop and execute St. Gerard House's annual fundraising plan – including setting and reporting on specific funding goals.
- Secure financial support from individuals, foundations and corporations
- Manage, Maintain and Maximize Donor Outreach through use of Constituent Relationship Management (CRM) database and accurate record keeping
- Develop and maintain ongoing relationships with major donors
- Create and execute a strategy for a large sustained base of annual individual donors.
- Coordinate and oversee all aspects of gift acknowledgement for monetary and in-kind gifts – including preparing timely tax letters and personal, handwritten notes of gratitude.
- Collaborate with a team on event planning and logistics for 3 special fundraising events annually. This includes instituting sponsorship opportunities for Mardi Gras and Fall event, as well as increasing sponsorship of Annual Luncheon.
- Working with the ED, develop and implement SGH's grant calendar and submit letters of inquiry and grant proposals
- Prepare status/impact reports and manage contracts as required by funders.
- Develop and track proposals and reports for all foundation and corporate fundraising
- Collaborating with the ED and Board, incorporate a Major Gifts strategy
- Expand Mobile Giving Platforms
- Implement a Planned Giving Program

- Coordinate production and distribution of the annual report, newsletters, direct mail, press releases
- Maintain online presence including, but not limited to website, Facebook, providing regular updates of content and graphics and ensuring links are active.
- Along with the ED, represent organization at community events, as needed

**Project management:** Strong organizational skills, attention to detail, and experience in managing complex and multi-dimensional projects.

**Time management:** Ability to work under pressure and consistently meet deadlines without compromising attention to detail

**Team player:** Ability to work independently as well as function cooperatively and productively as a member of a team. Great interpersonal skills. Ability and willingness to be self-starting and take initiative.

**Communicating:**

- Exceptional oral and written communication skills, ability to convey ideas to different types of individuals.
- Strong editing skills.
- Positive, “can-do” attitude.

**Confidentiality:** Ability to handle confidential material accurately and with sensitivity.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_