



Director of Development

POSITION SUMMARY:

The Director of Development is responsible for planning, organizing, and directing all of the ACEL's fundraising including, the major gifts program, annual fund, sponsorships, special events and capital campaigns. The Director works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors.

QUALIFICATIONS:

- Must embrace the mission of the ACEL
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, preferably for youth athletic organizations.
- Possess the skills to work with and motivate board members and other volunteers.
- Have the desire to build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- 2 years minimum experience in fundraising.

ACTUAL JOB RESPONSIBILITIES:

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Create and direct an annual fund/sponsorship program, including annual fundraising drives.
3. Direct capital campaigns and other major fundraising drives.
4. Coordinate fundraising special events.
5. Oversee prospect research.
6. Work closely with the ACEL's Executive Director, and Board of Directors.
7. Make public appearances/accept speaking engagements to share information about the ACEL with the community.
8. Staff Board Development Committee meetings.
9. Oversee fundraising database and tracking systems.
10. Oversee creation of publications to support fund raising activities.
11. Maintain gift recognition programs.
12. Demonstrate professional conduct at all times.
13. Perform other related duties as requested.

COMPENSATION:

Competitive/commensurate with experience and other qualifications.

TO APPLY: Email your resume along with an explanation of why you want to serve the ACEL as Development Director to admin@theacel.com.