

Services To Enhance Potential 2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

DIRECTOR OF DEVELOPMENT

QUALIFICATIONS:

- Education:** Bachelors Degree, Masters preferred
- Experience:** Five (5) years of professional experience as a Development Director for a non-profit organization.
- A minimum of three (3) years in an executive leadership position preferred.
- A minimum of 3 years for grant writing experience, required.
- The ability to effectively converse and listen to others concerning company matters. The use of proper written and grammatical skills, and the meaningful application of computer technology [e-mail, Internet, etc.].
- Licensure:** Valid Michigan Driver's License
Approval of STEP's Insurance Carrier
- Status:** Non – Union, Exempt

PRINCIPAL FUNCTION:

Responsible for all operations of development, marketing, fundraising and grant writing in accordance with STEP policies and procedures. Supervises marketing staff. Build meaningful relationships with community partners, donors, foundations and other stakeholders.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- A. Develop new business, expand the donor base, and develop revenue opportunities through grant writing and donor cultivation.
- B. Able to effectively create a development department for the organization.
- C. Develop and maintain active grant writing & monitoring program. Responsible for coordinating and responding to grant reporting requirements.
- D. Act as a liaison with community organizations and Chambers of Commerce. Provides input to CEO on events he/she should attend.
- E. Serve as lead staff to the Board of Directors Development Committee & internal development meetings
- F. Develop and maintain donor database
- G. Develop and supervise all fundraising activities.

- H. Responsible for public relations with community organizations, foundations and other stakeholders.
- I. Responsible for developing development department strategic goals, objectives and metrics in partnership with CEO.
- J. Assist with external and internal communications efforts including newsletters, social media, annual report and other manners of communication.
- K. Adhere to all Services to Enhance Potential's policies and procedures.
- L. Maintain and submit all required records and documents on a timely basis.
- M. Maintain a personal vehicle for use in performing job duties.
- N. Ensure conformance to MDHHS, DWIHN, Medicaid, and CARF.

Marginal Functions:

- A. Attend Board meetings and participate on assigned Board and Agency committees.
- B. Coordinate and supervise student interns and volunteers
- C. Participate in the ongoing growth and development of Services To Enhance Potential through attendance and participation in staff and other Services To Enhance Potential meetings.
- D. Represent Services To Enhance Potential in the community and provide information regarding Services To Enhance Potential's programs and services.
- E. Assume any other duties and responsibilities as assigned by the CEO.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

REPORTS TO: CEO

SUPERVISES: Marketing Manager

TECHNICAL ASSTANCE RECEIVED:

President/CEO
Chief Financial Officer
Director of Quality & Clinical Services
Director of Programming
Director of Operations
Director of Employment and Training Services