

Director of Development

JOB TITLE: Director of Development
DEPARTMENT: Administration
REPORTS TO: Chief Administrative Officer

JOB GRADE: 13
FLSA: Exempt
REVIEWED: 01/2025

SUMMARY

The Development Director/Major Gifts Officer leads a comprehensive fund development program to support the mission and strategic priorities of Children's Clinics. This role is responsible for planning, executing, and evaluating strategies across major gifts, annual giving, grants, corporate partnerships, and emerging areas such as capital campaigns and planned giving. Working closely with the Chief Administrative Officer and in collaboration with other key staff and leadership roles, this position helps drive donor engagement, ensure revenue growth, and advance a cohesive approach to philanthropy across the organization.

ESSENTIAL FUNCTIONS

- Design, implement, and manage a comprehensive fund development strategy that includes major gifts, annual giving, grants, corporate partnerships, and emerging areas such as capital campaigns and planned giving
- Identify, cultivate, solicit, and steward a portfolio of individual, corporate, and foundation donors to support sustained and increased giving
- Lead prospect research and pipeline development efforts to ensure ongoing identification and qualification of donor prospects across all giving levels
- Develop and manage personalized stewardship and donor engagement strategies to strengthen relationships and foster long-term philanthropic support
- Collaborate with the Development and Communications Specialist to produce compelling donor-facing communications, case statements, campaign materials, and impact reports
- Direct the annual fund strategy and oversee execution, including appeals, donor segmentation, acknowledgments, and donor retention activities
- Guide the growth of a planned giving program, including donor education, outreach strategies, and integration into broader development efforts
- Support grant strategy by identifying funding opportunities, contributing to proposal development, and coordinating reporting with relevant staff and consultants
- Monitor, track, and report on fundraising performance, revenue projections, and campaign outcomes; adjust strategies based on data and donor feedback
- Partner with the CAO and CEO to align fundraising efforts with organizational needs and priorities
- Represent the organization at community and donor events to enhance visibility and support
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of ethical fundraising best practices
- Knowledge of capital campaign strategies and planned giving vehicles
- Skill in successfully securing six- and seven-figure gifts
- Skill in relationship building with high-net-worth individuals
- Skill in strategic and analytical thinking
- Skill and proficiency in Microsoft Office Suite and basic computer applications
- Ability to cultivate, solicit, and steward major donors

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- Ability to communicate verbally and in writing with diverse groups including patients, staff, volunteers, donors, and community members
- Ability to multitask and manage multiple projects and assignments, often with competing deadlines
- Ability to engage and motivate diverse groups to carry out tasks that are positively impactful to the organization
- Ability to maintain confidentiality of patient, personnel, and corporate data
- Proficiency in Microsoft Office Suite and relevant software skills
 - To include position specific: e.g. HRIS, donor database, EHR, practice management systems and tools, enterprise resource planning (ERP) such as Abila, QuickBooks, etc. scheduling software, volunteer management systems, etc.
- Ability to effectively manage time with a proven ability to meet deadlines; organization and attention to detail
- Ability to operate personal computer, calculator, fax machine, copier, and other office equipment

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree required

Salary range for the position is \$97,918 – \$146,876 per year.

Apply: [Childrens Clinics Director of Development](#)

Experience:

Five or more years of related experience required

Licenses and Certificates:

None required

CFRE preferred

AGE OF PATIENTS ATTENDED BY EMPLOYEE IN THIS POSITION

Check all that apply:

☒ N/A ☐ Neonatal (newborn) ☐ Pediatric (birth-13) ☐ Young Adult (14-21) ☐ Adult (21-65)

FINGERPRINT CLEARANCE

Employees are required to maintain a current Arizona Department of Public Safety Level 1 Fingerprint Clearance Card. Evidence of a current and valid fingerprint clearance card must be received to begin and maintain employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel and talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. While

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performing the duties of this job, the employee may potentially be exposed to infectious organisms during routine and emergency situations. The noise level in the work environment is usually moderate.

BLOODBORNE PATHOGEN CATEGORY: 3

Category 1: Performs tasks that involve exposure to blood, body fluids or tissue. Use of appropriate protective measures should be required.

Category 2: Performs tasks that involve no exposure to blood, body fluids or tissue but employment may require performing unplanned Category 1 tasks. The normal work routine involves no exposure to blood, body fluids or tissue but exposure or potential exposure may be required as a condition of employment. Appropriate protective measure should be readily available.

Category 3: Performs tasks that involve no exposure to blood, body fluids or tissue and Category 1 tasks are not a condition of employment. The normal work routine involves no exposure to blood, body fluid or tissues.

Children's Clinics reserves the right to make changes to this document at any time in accordance with business needs. This document is not intended to list all duties of the job. It is descriptive only of the chief duties and responsibilities. Employment is at-will.

I have read and understand the contents of this Job Description in its entirety.

Employee Signature

Date

Print Name