



RETIRED AND SENIOR VOLUNTEER PROGRAM
Director of Development
Carson City, NV

Nevada Rural Counties RSVP Program, Inc.'s mission provides lifesaving volunteer programs that help seniors and adults with disabilities maintain independence with dignity. RSVP provides well-trained volunteers that assist seniors including the homebound elderly, caregivers, veterans, and adults with disabilities with lifesaving services in the 15 rural Nevada Counties.

DEFINITION

Under the direction of the Chief Executive Officer, this position is responsible for the fund-raising activities of the corporation, including individual personal and corporate solicitation, planned giving, foundation proposals, government and other grant proposals, special events, and any other activity or program initiated for the purpose of strengthening RSVP's donor base. The Director is also responsible for helping to build and manage the organization's brand and aspects of marketing communications to raise awareness of the organization.

EXAMPLES OF DUTIES

Responsibilities and duties may include, but are not limited to, the following:

1. Create and implement an annual development plan and strategy.
2. Lead and manage RSVP's overall development efforts to meet or exceed annual fundraising goals as these are set to provide revenue for RSVP's operational and programmatic activities.
3. Develop and grow the Organization's individual donor base; manage annual giving campaign; cultivate major and planned gifts.
4. Work with the C.E.O. to plan and implement a comprehensive marketing/fundraising strategy by creating a development plan which increases brand awareness and revenue to support the strategic direction of RSVP.
5. Researching and contracting new or potential corporate, foundation, government, and individual donors.
6. Lead the implementation of donor recognition and stewardship activities.
7. Maintaining contact with current foundations, corporations, and government grantors.
8. Track progress and prepare regular reports.
9. Managing donor, gift record-keeping, and grant reporting.
10. Organize and lead all fundraising events, including special events.
11. Represent the organization in a professional manner in public and private development activities and outreach for cultivation or fund-raising purposes as requested by the CEO.
12. A willingness and availability to work as needed to meet fundraising goals. Assist in other duties as assigned by the Chief Executive Officer that are necessary to reach the goals and objectives and are within the scope of the Development Director.

MINIMUM QUALIFICATIONS

1. Five years experience in a comprehensive development program in progressively responsible capacities: management experience essentials or equivalent.
2. Demonstrated success in large gift fundraising, grant writing, and compelling storytelling.
3. Demonstrated ability to communicate effectively.
4. Documented experience with nonprofit marketing and social media.
5. Demonstrated ability to establish and maintain positive and productive working relationships with a cross-section of the public, including but not limited to the donor public, community groups, volunteer Boards and committees, and staff.
6. Demonstrated ability to maintain accountability and to work independently and creatively, while functioning as part of a cooperative and coordinated management team.
7. Must be responsible, dependable, well organized, logical, and have high integrity.
8. Working knowledge of computer systems is mandatory.
9. Demonstrated ability to work under pressure and to meet deadlines.
10. Bachelor's degree or equivalent in communication, education, marketing, business, health/human services, or related field; graduate degree preferable.

Salary Range: \$40,000 to \$70,000 DOE

Benefits:	Accrue 15 days of annual leave, year one, 20 days at the 10-year level. Sick leave same as annual leave
Medical Insurance:	Fully paid for the individual
Vision, Dental, Life Insurance	Fully paid for the individual
Retirement	Percentage match up to 5%

Please send a cover letter and resume to
Nevada Rural Counties RSVP Program, Inc.
2621 Northgate St., Suite 6
Carson City, NV 89706
Or call (775) 687-4680 for email address.