



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Director of Development</b>	<b>Job Code:</b>	<b>CTI-V103</b>
<b>Job Grade:</b>	<b>N/A</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>Reports to:</b>	<b>General Manager</b>	<b>EEO-1/Job Family:</b>	<b>Professional</b>
<b>Supervises:</b>	<b>None</b>	<b>Created/Revised:</b>	<b>October 2010</b>
<b>Ed/Exp:</b>	<b>BA/1</b>	<b>Travel:</b>	<b>&lt; 5%</b>
<b>Lic/Cert:</b>	<b>None</b>	<b>Environment:</b>	<b>General Office</b>

**Objective:** To develop and achieve strategic business fund raising goals and objectives.

### Essential Functions:

1. Plans, implements and manages annual fundraising efforts to achieve the contributed income goals.
2. Leads and coordinates efforts to secure annual fund gifts, sponsorships and public funding.
3. Represents CTI22 through positive cultivation of donors and prospects.
4. Develops a volunteer staff to achieve comprehensive fundraising program objectives, including setting fundraising goals and strategies, creating giving levels and benefits, developing materials and identifying prospects.
5. Writes proposals, solicitation letters and acknowledgements.
6. Staffs or accompanies the President, EVP/General Manager in making solicitations to secure gifts.
7. Develops a comprehensive annual fund strategy and action plan to achieve the annual fund goal, with comprehensive timelines, action items, and donor moves management strategies.
8. Directs sponsorship proposals and foundation and government grant applications.
9. Develops and implement effective programs for donor cultivation, donor recognition and stewardship.
10. Establishes and maintains positive relationships with community business and foundation leaders.
11. Managers policies and procedures for prospect research, maintenance of donor records and processing of gifts.
12. Develops, manages and maintains the donor and prospect database.
13. Manages the development a department budget.
14. Ensures department integration of plans and activities with marketing and programming departments.
15. Receives a wide range of technical consultation ranging from a singular-product solution to complex multi-tier development/fund raising solutions.
16. Takes an active role as a member of various technical and operational support teams, as directed.
17. Monitors customer feedback and provides immediate management with detailed information for proposed product and service upgrades, including specifications, requirements and related peripheral information, as directed.
18. Receives technical direction, guidance, and training from the General Manager, as directed.
19. Develops and maintains effective working relationships with assigned program producers, sponsors, customers and industry contacts, as directed.
20. Performs other related duties, including special projects, as requested or required.

**Education/Experience:** Bachelor's degree in broadcast communications, media relations, public affairs/relations, marketing, and advertising, or the equivalent combination of related training, proficiency and experience. A Bachelor's degree is preferred. One (1) or more years of related experience, or the equivalent and validated proficiencies.

**Skills, Knowledge & Abilities:** Demonstrated proficiency developing and achieving strategic business fund raising goals and objectives. Demonstrated proficiency compiling databases to support fund raising, and other business activity, as directed. Demonstrated experience conducting original research and analysis, and the consistent achievement of projected results based on analysis performed. Demonstrated proficiency establishing and maintaining successful fund raising relationships that frequently lead to the receipt of donations or the immediate

support of fund raising initiatives. Demonstrated proficiency communicating highly technical broadcast data, plus related processes, and its robust application in computer hardware, software and peripherals. Demonstrated effective and diplomatic oral and written communication and customer service skills, including a demonstrated proficiency communicating technical information to diverse and complex audiences, and making scheduled/unscheduled presentations, as directed. Demonstrated experience using diplomacy to negotiate, to resolve service conflicts, and to persuade others to embrace strategies proposed.

**Licensure/Certification:** None.

**Performance Requirements:** Employee must comply with CTI22's policies and procedures, including but not limited to: attendance, harassment, EEO/AA, confidentiality, security, safety, conflict of interest, ethics, copyright and patent, and use of company equipment/products/services, etc. A current awareness of the culture and ethnicity particular to residents in the North and South areas of metro Omaha, Nebraska including oral and written fluency in one or more native languages, is desired.

**Physical Requirements:** Character and scope of essential functions require constant sitting, seeing, hearing, repetitive motion, and occasional lifting of general office materials [reams of paper, telephone books, manuals, binders, etc., typically weighing ten (10) pounds or less. Essential functions are routinely performed in a general office environment and on-site at various client locations. Essential functions require frequent domestic and international travel. **Employee/volunteer must comply with safety and security requirements, and wear Personal Protective Equipment (PPE) as requested or required.**