

Director of Development

Reports To

Chief Executive Officer

Job Overview

To raise financial and in-kind support to complement Government funding provided to deliver recovery and development projects, and to build partnerships between potential funders from the community, businesses and residents in contributing in-kind and financial support to projects.

General Responsibilities

1. Develop fundraising strategic plan for discussion and approval by the Fundraising Subcommittee and Board.
2. Execute fundraising strategies approved and sanctioned by the Fundraising Subcommittee.
3. Develop scalable fundraising targets to be assessed quarterly and annually as appropriate.
4. Develop a contractor Corporate Social Responsibility (CSR) programme which encourages winning bidders to return a contribution to projects.
5. Implement donor stewardship programme which identifies, develops, nurtures and retains a portfolio of institutional and individual donors to RDA projects.
6. Design and maintain donor information database and conduct required donor research to inform fundraising efforts.
7. Create and foster relationships with current and potential donors leading to donor support for RDA projects including regular check-ins with supporters to maintain positive donor relationships.
8. Identify and acquire productive donor relationships within specific targets, cultivating relationships among high net-worth individuals, corporate entities, and regional organisations which align with the development needs of the Agency.
9. Create and submit grant proposals and work effectively with Strategy and Delivery teams to ensure implementation and reporting meet donor requirements.
10. Develop appropriate financing mechanisms for optimum fundraising within core markets such as USA and UK such as the 501(c)(3) model in the US.

11. Work with Communication team to deliver messages which cultivate and encourage partnerships with key stakeholders, including existing and potential donors.
12. Provide monthly updates to the RDA Board Fundraising Subcommittee.

Qualifications

- Degree in Business Administration, Public Relations, Marketing, Project Management
- Expertise in fundraising; certification preferred
- Recent experience of working in the Caribbean region
- Recent experience in the delivery of similar projects
- Excellent decision-making and leadership capabilities
- Possess excellent analytical, presentation, and communication skills
- Ability to quickly/easily adjust to changing priorities/direction
- Demonstrated experience using requisite software

Work Environment

Environment: Office and field environment; travel from site to site; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit and stand for prolonged periods of time; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction