



Job Announcement

Revised: July 23, 2018

Development Director

ACCESS is a team of Superheroes that make a difference in the community every day. If you are a dedicated hardworking person interested in helping build your community then ACCESS is the place for you. Interested in leading a team, enjoy doing things differently, and have lots of great ideas? Your fundraising expertise, great connections, abilities to increase major giving, planned gifts, strategic and effective fundraising efforts might just be what we need – and just the challenge you’re looking for.

Job Title & Code:	Development Director (Exempt)
Job Hours:	Full Time
Salary:	\$2,115 - \$2,960 semimonthly DOE
Benefits Offered:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Position Summary

Under the guidance of the Executive Director, this position is responsible for individual major gift fund raising and related activity on behalf of ACCESS. The Development Director will have responsibility for identifying, cultivating and soliciting major gift prospects, as well as developing a fund-raising planning process to accomplish development goals. The successful candidate for this position should expect to be out of the office visiting with prospects and donors approximately 25% of the work week. In addition, this position will be responsible for overseeing events, endowment, planned giving, and donor recognition.

Primary Duties & Responsibilities

- Work with staff and volunteers to develop and implement plans to increase major gifts received, including prospect identification, cultivation, solicitation and stewardship strategies.
- Responsible for managing current donors. In addition to moving mid-level donors up to major donors (gifts of \$1,000 or more annually).
- Manage an individual portfolio of 100-125 new prospective donors. Participate in all aspects of the gift cycle.
- Directly supervise employees and carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Represent ACCESS to the general public, including but not limited to public speaking, media interviews, and outreach to various constituencies. Represent ACCESS on boards and committees in furtherance of program priorities.

Primary Requirements

- Belief in ACCESS’ mission to help people help themselves.
- Bachelor’s degree with relevant experience; or equivalent experience in related field. Equivalent experience in major or planned gift fund raising may be substituted for the educational requirement.
- Minimum three years successful experience in major or planned gift fund raising.
- Valid Oregon driver’s license with record that is acceptable under ACCESS’ insurance policies.

Apply by Sending Application, Cover Letter & Resume To

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email jzomerdyk@accesshelps.org

Visit www.accesshelps.org for more information