

# Development Director

**Reports to:** Chief Executive Officer

**Supervises:** Business Office Specialist (and event/contract support as needed)

**Classification:** Exempt

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## Position Summary

The Development & Community Engagement Director leads all fundraising, events, and community engagement efforts for Council on Aging in Union County. This role is responsible for developing and executing a comprehensive fund development strategy that integrates donor cultivation, community partnerships, events, and communications to drive sustainable revenue and increase organizational visibility.

Working in close partnership with the CEO, this position owns day-to-day fundraising execution, event strategy and delivery, and serves as a key external ambassador for the organization.

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## Key Responsibilities

### Fund Development Strategy & Execution

- Partner with the CEO to develop and implement the annual fund development plan
  - Translate strategy into clear revenue goals, timelines, and execution plans
  - Track and report progress toward fundraising goals
  - Manage and grow revenue streams including individual giving, grants, events, sponsorships, and emerging planned giving efforts
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### Events & Sponsorship Revenue

- Lead strategy, planning, and execution of all major fundraising events, including:
  - Corks & Forks Wine & Food Festival
  - Senior Wellness Expo
  - Better with Age Breakfast
- Develop and manage event timelines, vendors, logistics, and on-site execution
- Drive sponsorship strategy, outreach, fulfillment, and retention

- Ensure strong post-event follow-up, donor conversion, and revenue analysis
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## **Community Engagement & Partnerships**

- Serve as a primary external representative of the organization in the community
  - Cultivate and manage relationships with donors, sponsors, and strategic partners
  - Identify and pursue new partnership and funding opportunities
  - Support board engagement in fundraising and community outreach efforts
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## **Communications & Donor Engagement**

- Oversee fundraising and engagement communications across email, website, and social media
  - Ensure messaging supports campaigns, events, and donor stewardship
  - Maintain consistent branding, voice, and donor experience across all touchpoints
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## **Grants & Institutional Giving**

- Oversee grant strategy, calendar, submissions, and reporting
  - Coordinate with internal staff to ensure compliance and timely reporting
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## **Volunteer & Event Support (Limited Scope)**

- Oversee volunteer coordination for events and key initiatives
  - Ensure appropriate staffing and support for event execution
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## **Leadership & Collaboration**

- Supervise and support assigned staff and contractors
  - Foster cross-department collaboration to support fundraising success
  - Build strong internal systems, timelines, and accountability
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## **Qualifications**

- Bachelor's degree or equivalent experience
  - 5+ years of nonprofit fundraising, development, or related experience
  - Demonstrated success in fundraising, events, and relationship management
  - Strong organizational, communication, and leadership skills
  - Ability to manage multiple priorities and execute at a high level
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## **Work Environment**

- Full-time role with occasional evenings and weekends, particularly around events