



1150 AM | 88.5 FM | 94.5 FM

J O B D E S C R I P T I O N

Job Title: Development Director

FLSA: Exempt

Reports to: Director of Finance & Operations/Brian

Revision Date: October, 2017

POSITION SUMMARY/PURPOSE

Provide development and fundraising leadership to ICR communicating the purposes and vision of ICR to the community-at-large and, specifically, to potential donors and volunteers. Develop and administer annual development plan. Seek to develop contacts and relationships that will further the mission of ICR. Coordinate activities with Director of Finance and Operations and other staff.

PRIMARY & ESSENTIAL RESPONSIBILITIES

1. Initiate community and individual relationships that have the potential to assist in furthering the mission of ICR.
2. Communicate the purposes and vision of ICR to current and potential listeners.
3. Develop and implement annual development plan.
4. Increase ICR awareness and donors; increase listenership
5. Identify qualified leads and meet with development prospects.
6. Meet or exceed Fundraising, Foundation and Donor goals.
7. Structure and define development agreements.
Coordinate activities with relevant parties as needed: Director of Finance and Operations, ICR staff, donors, vendors.

KNOWLEDGE & SKILL REQUIREMENTS

- Bachelor's degree in Business field or equivalent work experience in business management
- 2+ years prior work experience preferably in fund development environment
- Proven track record of success in non-profit development/fundraising role
- Passionately Catholic
- Excellent organizational and oral and written communication skills.
- Demonstrated leadership ability and the possession of tact, integrity, and common sense.
- Ability to meet and deal effectively with officials of other organizations and the public.
- Ability to communicate persuasively, both orally and in writing.
- Good judgment, creativity, and an enthusiastic attitude.
- Knowledge of computers, personal productivity software and other office equipment.
- Flexibility required in days and hours available for work, including weekends.
- Ability to work effectively as a member of a team.
- Ability to work independently and to supervise others.

The duties listed cover what are generally considered to be primary and essential functions of the position. Specific circumstances may allow or require some assigned to the job to perform a somewhat different combination of duties. Iowa Catholic Radio reserves the right to change job duties as needed to meet business goals and operational needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- Normal office environment.
- Frequent local travel; occasional overnight travel
- Ability to lift 25 pounds, frequent sitting, standing, bending, twisting