



Iowa Center for Economic Success

Position Description

Title: Director of Development
Reports To: President & CEO
FLSA Status: Exempt

Summary: The Director of Development is a full-time position.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Develop annual fundraising strategy + plan
- Annual Appeal
- Annual Report
- Board fundraising engagement
- Grant Writing
- Major Gifts
- Donor Database + Reporting
- Donor and Grant Reports
- Other duties as assigned

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

- Undergraduate degree with experience in fundraising or equivalent combination of education and experience required
- Experience in monthly reporting
- Experience in grant reporting
- Must have a positive attitude, sense of humor, and the flexibility to adapt
- Proficient with Microsoft Office
- Strong writing and communication skills, attentive to details
- Must have proven interpersonal relationship skills to maintain effective working relationships with staff, volunteers, and clients
- Ability to work with minimal supervision
- Highly organized and capable of meeting deadlines
- Demonstrated decision-making and leadership skills
- Ability to grasp new ideas quickly

To apply send cover letter and resume to Katie Hentges at
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