

**Alzheimer's & Dementia Alliance of Wisconsin (ADAW)
Job Posting: Development Director**

For consideration, send cover letter and resume to: paul.rusk@alzwise.org

Deadline for submission is 4 p.m., October 16, 2017

POSITION TITLE: Development Director

REPORTS TO: Executive Director

BASIC FUNCTIONS

The Development Director is responsible for the overall planning and implementation of all fundraising events and fund development programs of the Alzheimer's & Dementia Alliance of Wisconsin. The Development Director supervises the Development Coordinator, volunteers and committees; takes a leadership role in securing corporate sponsorships; develops relationships in order to secure and steward major gifts; manages budgets; oversees event operations; performs administrative functions related to fundraising.

PRIMARY RESPONSIBILITIES

1. Event Fundraising:

Event Planning Works with the Executive Director to develop and implement a fundraising plan for **Alzheimer's & Dementia Alliance of Wisconsin (ADAW)** the Alliance. Plan will address all events, cause-related marketing events/programs, sponsorships, donor cultivation, direct mail/on-line fundraising, and third party events. Plans will detail timeline, equipment/supply acquisition, and volunteer utilization, recruitment and training.

Event Promotion: Oversee and work with staff and volunteers to promote all fundraising events & programs. Work with Development and Communications coordinators to create materials and website information/pages. Secure mailing lists and volunteers for materials distribution. Oversee all presentations and scripting for fundraising events, and advise proper media spokespeople.

Corporate Sponsorship: Assess corporate sponsorship across all fundraising events and develop a plan for increasing and collaborating year-round corporate sponsorships. Work with Executive Director in identifying new sponsors and partnership opportunities. Ensure that all sponsorship agreements are signed, and that proper follow-up is conducted with each sponsor in regard to impressions garnered, race results, acknowledgements, and overall relationship continuity.

2. Major Gifts: Plan and implement a program of cultivation and solicitation for major gift prospects based on donor interest and needs of the organizations. Maintain a timetable, checklist and reporting system in Results Plus to track the current "move" for each prospect, what the last action was and what the next step will be. Build and maintain relationships, as appropriate, with strategic leaders, Board of Directors, and committees for the procurement of major gifts

3. Budgets and Reporting: Work with Executive Director and Director of Finance to establish budgets and reconciliations.

4. Promote the work of the Alliance through community outreach and networking in order to increase awareness of programs and services and the impact gifts make in the lives of clients.
5. Performs other job-related duties as assigned.

POSITION QUALIFICATIONS

1. Bachelor's degree (major in Communications, Fundraising or Management)
2. An understanding of the nonprofit sector, as well as the specifics of the Alliance service area.
3. Excellent interpersonal relationships with key constituents – business, communities, and internal. An ability to motivate and work closely with Board and volunteers.
4. At least 5 years of experience in fundraising preferred, including marketing, donor and sponsor development, and event logistics.
5. Excellent oral and written communications skills.
6. High degree of integrity.
7. Intermediate level skills in Microsoft Office Suite (Word, Excel, PowerPoint) and ability to prepare high quality reports and presentations.
8. Experience with donor databases, like Results Plus and Blackbaud Luminare.
9. Position may require some evening and weekend work as well as some evening and weekend travel.
10. This is a full-time position requiring an average of 40 hours of work per week.

IDEAL CANDIDATE

Will have an understanding of dementia and Alzheimer's disease and its impact on persons with dementia and their families along with a strong commitment to raising the dollars needed locally in Wisconsin to advance quality of life. We are looking for an experienced, committed professional to work with us over the long term.

About the Alzheimer's & Dementia Alliance of Wisconsin

The mission of the Alzheimer's & Dementia Alliance of Wisconsin is to support individuals, families, and professionals impacted by Alzheimer's disease and other dementias through information, education, consultation, and advocacy; and to promote the advancement of scientific research to better diagnose, treat and ultimately eliminate Alzheimer's disease. Since 1985, our expert staff has been offering compassionate guidance to those affected through every stage of the disease. Our services help people create the best quality of life for those facing a dementia diagnosis. Visit www.alzwisc.org for more information.