



## **POSITION DESCRIPTION**

**Position Title:** Director of Development, Wichita

### **POSITION SUMMARY (Briefly describe the purpose of the position)**

The Director of Development will have overall accountability for the development and execution of the strategic plan for the Wichita Foundation to include cultivating and developing relationships with individuals, corporations, and foundations to raise funds to support the foundation activities. The Director should possess a start-up, innovative and entrepreneurial mindset to both accelerate and drive growth and execution as well as build collaborations for future success. The Director will provide leadership and direction for the organization's fundraising functions including but not limited to donor relations, direct mail, special events, donor tracking/reporting, and special event planning.

### **KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS INCLUDE**

- Broaden the base of donors and secure financial support from individuals, foundations and corporations.
- Collaborate with Grant Administration team to identify opportunities for new, expanded and/or renewed funding.
- Serve as the lead for sponsorship and donations for Annual Golf Tournament, Annual Gala, White Cane Day Walk, and other fundraising events. Responsibility includes coordination, execution, fulfillment, communication, and follow-up.
- Ensure database is mined to its fullest potential
- Develop and implement annual employee giving program
- Support all fundraising, cultivation and donor appreciation event activities including planning, logistics, registration, etc.
- Conduct or support public tours as needed.
- Attend and assist with all Foundation events and coordinate Executive Leadership support, as needed.

### **JOB REQUIREMENTS INCLUDE (List as required or preferred)**

**Education:** Bachelor's degree.

**Experience:**

- A minimum of seven years' experience in a fundraising related field and/or position required.

**Knowledge/Skills:**

- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Experience with donor database management required; Raiser's Edge software preferred.
- Excellent verbal and written communication skills.
  - o Work independently, conceptualizing and executing projects
  - o Manage multiple priorities and deadlines simultaneously
  - o Interact effectively with employees at all levels as well as the general public
  - o Plan and coordinate events.
- Ability to work independently with little supervision.
- Ability to work in a team-oriented and collaborative environment.
- Superior project management skills with the ability to track and juggle various stakeholders and tasks to deliver high-quality results while meeting deadlines.
- High level of accuracy and attention to detail.
- Ability to handle sensitive or confidential communications or public relations issues.

**Licenses/Certifications:** NA

**SUPERVISORY RESPONSIBILITIES**

Total Number of Employees Directly Supervising: 1

Number of Subordinate Supervisors Reporting to Position: 0

**VISION REQUIREMENTS INCLUDE (check one)****Can be performed with or without assistive technology:**

- X Required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects; using measuring devices; and/or assembling parts with close eye contact.
- Required to perform activities such as: operating machinery and/or power tools at or within arm's reach; performing non-repetitive tasks such as carpentry work or repairing machinery.
- X Required to review/inspect own assigned work, the work of others, or facilities or structures.

**Requires normal (or corrected to normal) vision/acyuity:**

\_\_\_\_\_ Required to operate motor vehicles and/or heavy equipment such as forklifts.

**COMMENTS**

*Envision, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status or characteristic. Protected veterans and individuals with disabilities are encouraged to apply.*

*Envision, Inc. employs and advances in employment individuals with disabilities and protected veterans, and does not discriminate on the basis of disability or veteran status in its hiring or employment practices.*

*Reasonable accommodations are available to enable individuals with disabilities to perform the essential functions of a position.*

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**PHYSICAL REQUIREMENTS INCLUDE**

***In an average workday, employee must (check one frequency for each task):***

Task	None	Occasional	Frequent	Constant
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/stoop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach above shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat/crouch/kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usual amount	<input checked="" type="checkbox"/> <10 lbs	<input type="checkbox"/> 11-25 lbs	<input type="checkbox"/> 26-50 lbs	<input type="checkbox"/> 51+ lbs
Carry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usual amount	<input checked="" type="checkbox"/> <10 lbs	<input type="checkbox"/> 11-25 lbs	<input type="checkbox"/> 26-50 lbs	<input type="checkbox"/> 51+ lbs

**Employee must use hands for repetitive action such as (please check all):**

Task	Right Hand		Left Hand	
Simple grasping	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Firm grasping	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Fine manipulation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

## **WORKING CONDITIONS INCLUDE**

**In an average workday, employee is exposed to (check one frequency for each task):**

Task	None	Occasional	Frequent	Constant
General shop or store conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General office environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Humid, extreme hot/cold temps (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluorescent lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moving, mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noise intensity levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel for job	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>