

## Director of Development

### Job Description

Siena Retreat Center



### Position Overview

The Director of Development serves the mission of Siena Retreat Center by leading and implementing the organization's fundraising strategy, with a strong focus on donor engagement, major gifts, and relationship building. This full-time (40 hours/week), year-round, salaried position is responsible for securing philanthropic support to sustain and grow Siena Retreat Center's programs and operations. The Director plays a key leadership role in managing the Siena Circle major donor program, coordinating fundraising appeals, stewarding donors and corporate sponsors, and overseeing development operations. This position reports to the Executive Director.

### Essential Duties and Responsibilities

**1. Donor Engagement and Fund Appeals (approx. 60%):** *Cultivates and stewards individual donor relationships to grow major gifts and meet annual fundraising goals.*

- Develops and implements major gift strategies, including donor cultivation, solicitation, planned giving, and stewardship.
- Works with the Development Committee to evaluate current fund development strategies, plans, and initiatives.
- Engages the Siena Circle major donor giving group through ongoing relationship-building, quarterly newsletter planning, and coordination of the annual Siena Circle Thank You Dinner.
- Coordinates the execution of annual appeals, including the End-of-Year Appeal and Spring Into Summer Appeal.
- Maintains accurate donor records and giving histories in CRM software; ensures data integrity and supports donor segmentation.
- Makes thank you calls to donors as part of stewardship efforts, with administrative support from the Marketing & Communications staff person for donation processing and thank you letter preparation.
- Conducts donor meetings and one-on-one outreach in collaboration with the Executive Director; meets with prospective donors off-site as appropriate.
- Engages with potential donors and sponsors, builds relationships in the community.
- Collaborates with Program and Marketing staff and Board of Directors to remain informed about programming and Center priorities that can be shared with donors.

**2. Fundraising Events and Sponsorships (approx. 30%):** *Plans and oversees the annual benefit concert and other fundraising events, builds relationships with sponsors, manages event-based giving initiatives; and researches and writes grant proposals in alignment with organizational goals.*

- Leads the planning and implementation of the Annual Spring Concert & Silent Auction fundraising event in partnership with committees, staff, and volunteers.
- Secures and stewards corporate sponsorships for fundraising events and other initiatives.
- Identifies and researches foundation, corporate, and other grant opportunities in coordination with the Executive Director.
- Prepares grant proposals and supporting documentation in alignment with organizational needs and strategic priorities; maintains a calendar of grant submissions and reporting timelines.
- Oversees the design and coordination of silent auctions or raffles as part of fundraising efforts.

- Builds relationships with local businesses and organizations to foster community support and in-kind contributions.
- Collaborates with the Director of Marketing & Communications to promote events and acknowledge sponsors.

**3. Additional Responsibilities (approx. 10%):** *Supports smooth internal operations through participation in meetings, budgeting, and special projects.*

- Stays current with trends and best practices in philanthropy and fund development
- Attends staff and committee meetings regularly and other meetings as appropriate
- Participates in budgeting and review of related line items
- Performs other duties as needed to support the mission and smooth operations
- Provides additional staff assistance during peak periods and as organizational needs arise

**Position Requirements**

- Minimum of three years' successful experience in nonprofit development, fundraising events, and/or donor relations
- Bachelor's degree or higher education qualification equivalent in nonprofit management, development, communications, or related field
- Superb skills in public speaking and in relationship-building with individuals, businesses, and foundations
- Familiarity with Racine, Southeast Wisconsin, and Northeast Illinois communities to support building and maintaining relationships with local donors, foundations, and companies (preferred but not required)
- Excellent time management, organizational skills, and ability to meet deadlines independently
- Proficiency with customer relations management software (preferably Neon CRM) and its use in donor tracking and fundraising functions
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and ability to perform mail merges
- Familiarity with and passion for the mission and programs of Siena Retreat Center
- Openness to, and respect for, people of all faith traditions (and no faith tradition), worldviews, languages, lifestyles, races and ethnic groups, ages, gender identity, etc.
- Ability to work collaboratively as part of an integrated team and to work effectively in a variety of settings (fast-paced, as an individual, in groups of various sizes, etc.)
- Access to a vehicle for business travel, valid driver's license, and proof of auto insurance

**Working Conditions**

This is a full-time (40-hour per week), on-site, salaried exempt position, involving some weekend and evening hours. Work schedule may fluctuate for special occasions or with staffing needs. The position requires reliable transportation; mileage is reimbursed at the IRS rate. Interruptions may be frequent or rare, depending on day and time. Light carrying or lifting may be required. The Director of Development will understand job safety and health as it relates to this position, including but not necessarily limited to, the Siena Campus Emergency Manual. Employment is contingent upon successful passing of criminal background check.

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**[Signature of Director of Development]**

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**[Date]**

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**[Signature of Executive Director]**

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**[Date]**