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SCRANTONCULTURALCENTER

at the Masonic Temple

LIFE.CELEBRATED.

[www.ScrantonCulturalCenter.org](http://www.ScrantonCulturalCenter.org)

**TITLE:** Development Director

**REPORTS TO:** Executive Director

**CLASSIFICATION:** Exempt – Full time, Salaried

**SUMMARY:** Reporting to the Executive Director and working in cooperation with the Board of Directors and Fund Development Committee. Development Director will be responsible to plan and successfully implement a comprehensive program to increase SCC's success in all aspects of development. A new position in the organization, the Director will have the opportunity to build the development functions of the organization.

**RESPONSIBILITIES AND DUTIES:**

- Assist the Executive Director in the articulation and implementation on SCC's vision for its revenue development.
- Develop and execute Campaign/Endowment fundraising plan.
- Oversee all aspects of donor identification, cultivation and solicitation and takes the lead in designing and implementing of activities in this area.
- Secure financial support from individuals, foundations, and corporations.
- Implement and Manage donor database.
- Develop and cultivate positive relationships with donors and prospects.
- Serve as liaison to Fund Development Committee. Assist in the coordination of all fundraising events.
- Take the lead in engaging Board Members and prospective donors and setting up follow up visits and activities with them.
- Create and execute a strategy for a large sustained base of annual donors.
- All other duties as assigned necessary by the Executive Director.

**EMPLOYMENT STANDARDS:**

1. EDUCATION: Minimum Bachelor's degree in related field or at least 5 years practical knowledge from working in the field in similar position.
2. EXPERIENCE: Minimum five years experience in development, sales, fundraising or other similar position. Experience in supervising staff and maintaining records, experience with Microsoft Suite and developing successful fundraising programs.
3. ABILITIES & SKILLS
  - Demonstrated excellence in organizational, managerial, and communication skills.

- Must have the ability to interact with high-level donors and Board Members and fundraising volunteers.
  - Demonstrated effective writing skills.
  - Experience with public speaking.
  - Must exhibit a commitment to the organization's mission.
  - Must have strong computer skills.
  - Must have knowledge of donor data bases.
  - Must possess strong self-motivation and be able to work in a team setting.
  - Demonstrate strong organization skills.
  - Demonstrate proven experience in developing and implementing successful revenue generating activities.
  - Must have practical and successful fundraising experience.
4. PHYSICAL STANDARDS
- Employee is regularly required to sit; use hands to handle or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.
  - The employee may frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
5. CERTIFICATIONS
- Certification of First Aid and / or C.P.R. or willingness to become certified.
  - Valid PA Driver's license.

**JOB REALTIONSHPIS:**

1. POSITIONS SUPERVISED  
Some Full and/or Part-Time staff will report to this position as duties require.  
Some outside vendors may report to this position as duties require.  
Some Volunteers as duties require.
2. INTERFACING DEPARTMENTS  
Administrative and Business Departments  
Marketing, Sales, Programming, Education, Events and Facilities Departments  
Programming

**SPECIAL JOB FEATURES:**

- Flexible schedule to include evening and weekend hours necessary to meet the needs of the Center's activity schedule.
- May need to work holidays to meet the needs of the Center's active schedule.

**BENEFITS**

- Medical Benefits as currently offered to all full time employees for individual coverage following a ninety (90) day trial period
- Paid Time Off (PTO) as per the currently in force personnel manual. This manual also gives details on vacation time by position and years of service.