



## **Job Description**

### **Director of Development**

#### **PERSONAL TRAITS**

- Passion, advocacy and excitement for the mission of the Aviva, a Campus for Senior Life, a not for profit senior living community located in Sarasota, Florida
- Intellectual curiosity, confidence and ability to apply the experience of traditional development skills to an organization that will transform lives forever.
- Poise, credibility and relationship skills to work with diverse constituencies
- Strong personal work ethic with a sense of humor and perspective
- Entrepreneurial, creative style
- Integrity and honesty
- Team-orientated and mission-driven professional with a desire to create and build
- Collaborative

#### **DUTIES AND RESPONSIBILITIES**

- Develop and implement a comprehensive fundraising plan in partnership with the CEO
- Serve as the organization's major gift fundraiser, identifying, cultivating, soliciting and stewarding key donors and prospects
- Build a strong portfolio of major gift prospects and donors working with the CEO
- Develop a data base of donors and prospects
- Plan and coordinate and oversee all special events
- Develop and implement an ongoing annual giving program
- Create an external Marketing plan which includes creating an Philanthropic website, newsletters and social media campaign
- Remain up-to-date on current fundraising, being used in the nonprofit sector as well as current tax law affecting charitable giving
- Act as an advocate for the agency in governmental activities and in making presentations countrywide to promote the mission and goals of the agency

#### **IDEAL CANDIDATE**

- A deep, abiding passion for the mission and goals of Aviva.
- Belief and support in donor-centered philanthropic culture
- Proven ability to articulate a compelling vision and inspire board, staff, donors, volunteers and public to achieve it
- High emotional intelligence and ethical standards
- A high degree of self-motivation, ingenuity, and creativity
- Open minded, adaptable and collaborative
- Ability to maintain positive and authentic relationships

- Comfort and confidence in asking for and closing major gifts
- Enjoy working in a fast-paced, dynamic and quickly changing environment
- Highly organized with attention to detail
- Excellent at follow-through and donor customer service
- Commitment to diligently documenting contact information, prospect research, and interaction reports
- Excellent verbal and written communication skills
- Ability to write clear, concise, and compelling proposals, letters, reports and grants
- Proficient in donor management software
- Willingness to be mentored and/or mentor others

## **QUALIFICATIONS**

Minimum qualifications include a bachelor's degree, 5 to 7 years of development or related work experience, and demonstrated success in marketing, communications, and fundraising. A background in either a for profit or non-profit environment in a staff position. Healthcare/senior living and CFRE is a plus.

Submit letter of interest and resume along with salary requirement to [Karen@mbjgroup.com](mailto:Karen@mbjgroup.com) by Jan. 11, 2020.

### ***About Aviva:***

*Over the past 25 years, Aviva has specialized in creating and sustaining a full service, non-exclusionary community for seniors seeking an exceptional living experience. Aviva is Sarasota's only Senior Rental Community offering a full continuum of care including Independent Living, Assisted Living, Memory Care, Skilled Nursing and Rehabilitation. Our non-profit organization believes in a reverence for life and was founded on traditional Jewish values.*

*Our passionate employees are the key to our success and pride themselves in putting forth the extra effort to produce an atmosphere of hospitality that is unrivaled in our region! We are looking for dedicated individuals who will support our vision to offer exceptional care and uphold our strong values by embodying collaboration, compassion and an eagerness to learn and develop. Aviva is a place where our residents and staff feel special, safe and appreciated.*

*As part of the Aviva family, we provide an excellent benefit package including medical, dental, vision, generous paid time off, life insurance, short term disability and a 403(b)-retirement plan with company match. You will find Aviva encourages personal and professional development while challenging you to be your best every day.*

*We are an enduring, sustainable organization that provides opportunities and services to meet the changing needs of our customers and their families. Join our outstanding Aviva family and use your skills and passion to make a difference in the lives of others.*