

# ABYSA Development Director Job Description

**Reports To:** Executive Director

**Employment Status:** 30 hours per week with benefits

## **Summary:**

The Development Director position is responsible for Asheville Buncombe Youth Soccer Associations' (ABYSA) Fundraising and Sponsorship efforts. The Development Director will provide the administration and oversight for both the sponsorship and fundraising program. The job includes project development, information management, financial administration and fiscal reporting while implementing fundraising and sponsorship activities for our various youth soccer programs. The Development Director works closely with the Executive Director, Fundraising and Sponsorship Committee and communicates with the ABYSA Board of Directors (BOD).

## **Primary Responsibilities:**

**Development Program:** Plan, direct and implement a comprehensive development program that generates individual donors, foundations, local companies and corporate support.

- In coordination with Executive Director builds and sustains relationships with current, new and potential organizations and individuals.
- Manages individual donor campaigns including GOALS Phone-a-thon and Marathon Games
- Develops and manages an organizational fundraising database – creates profiles and tracks donors prospects and membership.
- Maintains, markets and implements the ABYSA Sponsorship Program.
- Collaborates with ABYSA staff to ensure that publications and website include sponsorship and fundraising recognition and opportunities.
- Assists Executive Director in working with the Fundraising and Sponsorship Committee and the BOD to enhance development efforts.

**Communications:** Works with ABYSA staff and BOD to ensure strong communications across all program areas to strengthen ABYSA's overall effectiveness.

- Collaborates with ABYSA staff and BOD to gather stories and statistics that demonstrate the organization's work to fulfill our mission.
- Along with ABYSA staff and BOD represents the organization at public events, conferences, workshops and media events.
- Coordinates public relations activities with Executive Director's schedule.

**Management:** Performs general management responsibilities, including annual plans, budgets, reports, and evaluation and oversight of the fundraising and sponsorship programs.

- Prepares annual fundraising and sponsorship program plans and goals. Monitors progress against goals and produces monthly reports.
- Works as an effective and proactive team player.

## **Education and Experience:**

- Bachelor's degree required.
- Desired experience of three years in development with a non profit.
- Demonstrated success in meeting annual fundraising goals, sponsorship goals and special events management.
- Demonstrated success in working as a member of a team and developing effective working relationships with staff, volunteers and donors.
- Excellent written/oral communication skills.
- Computer literacy and competency with fundraising data management software.
- Demonstrated success in soliciting and securing major gifts from individuals and companies.

## **Knowledge, Skills and Abilities:**

- Ability to lead multiple long- and short-term projects simultaneously.
- Excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities.
- Ability to communicate clearly in person and in writing.
- Ability to manage and share pertinent information with staff and BOD.
- Ability to present, inform and motivate individuals and groups about ABYSA's mission.
- Strong knowledge of principles, ethics and practices of successful fundraising.
- Understands the confidential nature of fundraising efforts and donor information, and maintains confidences.

**Salary Range:** \$28K-\$32K per year with benefits

**To Apply:** Send resume, cover letter, professional references and salary requirements to:

By email to: [Development@abysa.org](mailto:Development@abysa.org)

By US mail:

Asheville Buncombe Youth Soccer Association  
410 Swannanoa River Road  
Asheville, NC 28805  
Attn: Mike Rottjakob

**Application Deadline:** June 30, 2008