



## Development Director

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**JOB SUMMARY:** This new position is responsible for the long-term strategy, design and execution of fundraising and marketing initiatives. The individual will play a significant role supporting the continued success and expansion of a growing behavioral health provider. The successful candidate will possess an entrepreneur's mindset, coupled with strong skills in all areas of traditional and emerging fundraising strategies. Experience in launching a capital campaign is required. Reporting to the Executive Director, this professional must have an established background in coordinating nonprofit donation strategies and staff/board leadership. This role involves developing fundraising initiatives, managing campaigns, and building relationships with community partners, staff, and board.

**SUPERVISED BY:** Executive Director

**STATUS:** This position is exempt, full time.

**Direct Reports:** Communications and administrative support staff

### Essential Functions:

- The Development Director will create and execute, in consultation with other leadership, a fundraising-focused strategic communication, marketing and public relations strategy
- Plan, execute and evaluate fundraising campaigns and activities
- Identify funding opportunities for ongoing support of the mission and programs
- Oversee grant writing, management and reporting in collaboration with finance and clinical leadership staff
- Write development and grant fund management policies and protocols
- Manage the organization's fundraising budget and unearned income programs
- Ensure all fund-raising activities and reporting are in compliance with state, federal and industry standards for non-profit health care agencies
- Maintain awareness of fundraising trends in healthcare and the nonprofit community
- Approve solicitation/campaign materials for fundraising efforts

### JOB REQUIREMENTS

#### Experience and Skills Requirements:

- Minimum 5 years' experience in non-profit fundraising, with preference for at least 3 years in management/leadership role
- Experience with capital campaigns
- Experience with knowledge of or passion for behavioral health programming and OnTrack's mission

- Proven success in developing and implementing appeals through both traditional and emerging methodologies strongly preferred
- Knowledge of grant writing. Experience with Federal grants and/or grants in health care sector preferred
- Excellent collaboration, teamwork, and problem-solving skills.
- Strong technology skills with proficiency in Microsoft Office applications (including Excel).
- Enthusiasm for learning.
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Knowledge of tax planning principles and techniques that favor charitable giving.

**Education/Licensure/Certification requirement:**

- Bachelor’s degree in Non-Profit Administration, Business Administration, Communications or Similar Field
- Proof of COVID-19 vaccination.

**Background:** Pass background check, drug screen and Medicaid exclusion list

**Work environment:** This job is primarily sedentary work and located in a standard office environment. Visual acuity is required for review of documentation, spreadsheets, and viewing of computer monitor. Local and area travel to agency sites is necessary.

**References:** Three professional references required to verify experience.

**Not Comprehensive List:** *This is not intended to be a comprehensive list of all duties and responsibilities and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*

*Upon signing this form, you agree with all responsibilities listed above and acknowledge receipt of the job description and acknowledge that you can perform all the essential functions of the position, with or without reasonable accommodation.*

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Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date