

Job Description –Director of Development

Department: Development
Job Title: Director of Development
Reporting to: Chief Development Officer
FLSA Status: Exempt
Date Prepared: June 24, 2026



Job Summary:

The Director of Development is a strategic and relationship-driven leader who supports the mission of Ronald McDonald House Jacksonville by advancing a comprehensive fundraising program. This role helps design and execute integrated development strategies across major gifts, annual giving, corporate and community partnerships, legacy giving and special events, while ensuring alignment with organizational goals. With a strong emphasis on donor stewardship, the Director cultivates meaningful, long-term relationships deepening engagement and inspiring continued support. The position also provides leadership and oversight for our affinity groups, strengthening donor pipelines to retain and grow these essential donor relationships. The ideal candidate is both a big-picture thinker and a hands-on collaborator, capable of driving results while enhancing the overall donor experience.

Essential Duties and Responsibilities:

- Partner with the Chief Development Officer to design, implement and evaluate a comprehensive fundraising plan aligned with Ronald McDonald House Jacksonville priorities and revenue goals.
- Manage key fundraising strategies across major gifts, annual giving, planned and legacy giving, corporate and community partnerships and special events with an emphasis on increased corporate support.
- Provide leadership and direction for affinity groups, supporting pipeline development and donor growth and retention.
- Cultivate and manage a portfolio of philanthropic relationships, ensuring consistent, personalized engagement deepening donor connections, strengthening retention and increasing long-term giving.
- Develop and execute strategies to grow corporate sponsorship revenue for signature events, identifying new prospects, expanding existing partnerships.
- Develop and grow a formal planned and legacy giving program.
- Lead foundation cultivation efforts, including relationship building and stewardship, to secure new grant funding opportunities while enhancing ongoing foundation partnerships in support of strategic initiatives.
- Oversee and strengthen donor stewardship efforts, including recognition, reporting and personalized engagement strategies to enhance the donor experience.
- Monitor and analyze fundraising performance, using data to inform strategy, track progress toward goals and adjust tactics as needed.
- Support the planning and execution of fundraising and donor engagement events, ensuring alignment with overall development goals.

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- Represent the organization in the community, building relationships and increasing visibility among key stakeholders and partners.
- Always provide a smiling face and helpful attitude when in contact with House guests.
- Attend all meetings and trainings as required. Perform other duties as assigned.

The cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor's degree preferred.
- Minimum 5 years of work experience in fundraising or related field.
- Proficiency with Microsoft Office (Excel, PowerPoint, Word).
- Experience working within a non-profit organization.
- Candidate must believe in the core values of Ronald McDonald House Jacksonville and be driven by the mission.
- Proven experience in a self-directed work environment and successful project management execution.

Knowledge/Skills/Abilities:

- Excellent verbal and written communication and presentation skills.
- Able to manage multiple priorities and be attentive to details in a fast-paced environment.
- Dependable, adaptable and accountable.
- High level of professionalism and customer service.
- Ability to build trust and rapport while driving action toward success.
- Proactive, resourceful and ability to work with little or no supervision.
- Ability to resolve conflicts.
- Excellent interpersonal skills and high level of emotional intelligence.
- Results-Proven Track Record - Exceeding goals and a bottom-line orientation: evidence of the ability to consistently make good decisions.
- Leadership and Organization – Exceptional capacity for managing and leading projects; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, and ability to professionally develop a team.
- Guest Engagement – fosters a welcoming and inviting environment.
- Team Orientation & Interpersonal – highly motivated, passionate, and creative team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Service Orientation – interacts with guest families and directly gathers feedback, while addressing concerns when necessary.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic, and tactful manner.

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- Organization & Time Management – able to work independently with minimal supervision, complete actions within established deadlines, and handle multiple priorities with strong attention to detail.
- Flexibility – availability to work evenings and weekends, as well as extended hours in and around the House, as needed.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, managing people
X	Operate kitchen and office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
X	Standing for extended periods		Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other (List):		Other (List):
Hazards: (X = Required for job)			
X	Normal office environment	X	Electrical current
	Toxic or caustic chemicals (cleaning)		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature		Date	