



Position Title: Development Director
Terms: Full-Time, Exempt
Department: Foundation
Location: 300 N Broadway Ste 3A, Green Bay, WI
Reports To: Vice President of Talent and Education

The Greater Green Bay Chamber is seeking a highly motivated, dependable, creative, and skilled individual to serve as the Development Director. Working with a dedicated and high-performing team, the ideal person will deliver results and exceed expectations while supporting all Chamber departments and programs.

About Us:

Established in 1882, the Greater Green Bay Chamber's mission is to strengthen member businesses, enhance economic and workforce development, and improve the quality of life in our community and region.

About the Role:

The Development Director is responsible for the planning, implementation, management, and oversight of all resource development activities of the Greater Green Bay Chamber. Success in this position will be demonstrated by raising significant funds to support existing operations and advance development projects.

Responsibilities:

- Direct the design and implementation of a comprehensive development strategy to identify sources needed to fund the growth and development of the organization with support from leadership.
- Develop annual revenue goals to diversify and increase the organizational budget through the development strategy.
- Partner with the CEO and leadership to create and implement a plan for single and multi-year resource development efforts.
- Build strong relationships with potential program sponsors and existing investors.
- Formulate strategies to attract new investors and corporate sponsors.
- Assure accurate recordkeeping for funds raised and regularly report on the progress towards fundraising goals.
- Manage a portfolio of top investors and map key stakeholders to key prospects.
- Identify and assist with grant opportunities and identify partnerships.
- Research and analyze prospects and recommend solicitation strategies.
- Oversee sponsorships for special events with an emphasis on major sponsorship procurement.
- Ensure the evaluation (ROI) of development activities and identify opportunities to improve results.



GREATER GREEN BAY CHAMBER

- Participate in the development, implementation and monitoring of the annual budget.
- Actively engage in the Green Bay community to build awareness of key market factors and promote the Chamber.
- Participate in regional and national learning and networking opportunities to strengthen knowledge of trends and best practices in development.
- Actively demonstrates commitment to the Chamber's vision and mission.

Candidate Requirements:

- Excellent verbal and written communication skills.
- Bachelor's degree from an accredited college or university; or equivalent.
- 5-7 years of experience designing and/or implementing fundraising operations with diversified funding and sustainable growth.
- A minimum of three years of progressively responsible experience in a non-profit organization in fundraising / special event management or equivalent.
- Record of personally securing five figure investments, as well as corporate partnership opportunities.
- Considerable knowledge of contemporary fundraising techniques, and sources of funding for non-profit organizations.
- Demonstrated ability to organize and coordinate development operations.
- Ability to establish and maintain effective working relationships with staff, Board members, community groups and others.
- Familiarity with local and national relevant funding sources.
- Knowledge of computer software, especially donor database applications.
- Ability to communicate positively and adapt to changing priorities.

Updated 09/17/24