

Position Description

The Matzevah Foundation

Title: Director of Development

Creation Date: 2/14/16

Position Objective:

To research potential funding sources, submit applications and materials to funding agencies, assure that any funding agency operates within the mission of The Matzevah Foundation.

Accountabilities:

1. Conduct research and review of potential funding agencies
2. Assemble and submit applications to multiple donor sources as identified
3. Explore and organize special fundraising events
4. Oversee donor mailing list and assure that donors receive acknowledgement of donations in a timely way
5. Work closely with Director of Communications to develop a newsletter that will keep the community informed of upcoming projects and outline donation opportunities; prepare and coordinate distribution of fliers for special fundraising events.

Relationship to Others:

- Works with the TMF Board of Directors
- Works with TMF Volunteers
- Interacts with the public in announcing fundraising opportunities
- Interacts with business operators/owners in planning special fundraising events