



Director of Development role shall be:

- Report directly to the Executive Director.
- Represent Luke's Wings both in practice and in principle.
- Leading with guidance, advice, and acceptance.
- Spread the word about our mission to businesses of all sizes with positivity and optimism.
- Support the Luke's Wings team.

Director of Corporate Sponsorship's responsibilities shall be:

- Required to raise a minimum of two hundred and fifty thousand dollars (\$250,000) annually in restricted and/or unrestricted corporate sponsorship and individual donations. All donations shall be credited towards this responsibility, but only unrestricted shall be credited towards the merit awards.
- Expected to raise approximately five hundred thousand dollars (\$500,000) annually.
- Maintain a record of the sales pipeline (i.e. leads, prospects, etc.) in an internal Excel spreadsheet and in Salesforce.
- Participate in and support the weekly kick-off conference calls and sales meetings.
- Maintain regular business work hours in the office or in sponsorship meetings.
- Report progress and provide sales forecasts.
- Submit monthly and quarterly reports to the Executive Director.
- Complete annual Performance Progress Report and Professional Development Plan Reviews.
- Oversee Coordinator roles and responsibilities as they directly relate to the Director of Development position.
- Support Luke's Wings major fundraising events and campaigns, as needed, throughout the year.
- Represent Luke's Wings at external events, both locally and nationally, to promote the mission and create relationships with new and current donors.