



Director of Development

Location: Portsmouth, Virginia with regular travel throughout Hampton Roads and the Williamsburg region to support donor engagement, community partnerships, fundraising events, and organizational initiatives.

Reports To: Executive Director

Status: Full-Time, Exempt

About Edmarc

Founded in 1978, Edmarc is the nation's first pediatric hospice and the only pediatric hospice organization serving Hampton Roads. Edmarc's mission is to ease the trauma of a child's illness or death and reduce the disabling effects of pediatric illness, loss, and bereavement on families through comprehensive pediatric hospice, palliative care, and grief support services.

Position Summary

The Director of Development serves as a key member of the leadership team and is responsible for planning, implementing, and directing all fundraising and development activities that support Edmarc's mission and strategic priorities. The Director of Development will lead efforts to secure philanthropic support through individual giving, major gifts, corporate partnerships, foundation grants, special events, planned giving, and community engagement initiatives.

The successful candidate will be a dynamic relationship builder, accomplished fundraiser, and passionate advocate for children and families facing serious illness, end-of-life care, and bereavement.

Essential Responsibilities

Strategic Fundraising Leadership

- Develop and implement a comprehensive annual development plan with measurable fundraising goals and objectives.
- Create and execute strategies to increase contributed revenue from diversified funding sources.
- Monitor fundraising performance and provide regular reports to the Executive Director and Board of Directors.
- Identify opportunities for long-term philanthropic growth and sustainability.

Major Gifts and Individual Giving

- Manage a portfolio of major donors and prospective donors.

- Cultivate, solicit, and steward significant gifts through personalized engagement strategies.
- Develop and implement donor retention and stewardship programs.
- Build a pipeline of future major gift prospects.

Corporate and Foundation Relations

- Identify, cultivate, and maintain relationships with corporate sponsors, foundations, and grant-making organizations.
- Oversee grant strategies, applications, stewardship, and reporting.
- Expand corporate giving, sponsorships, and employee engagement opportunities.

Community Engagement and Public Relations

- Serve as an ambassador for Edmarc throughout the community.
- Represent the organization at community meetings, civic organizations, networking events, and fundraising activities.
- Build strategic partnerships that increase visibility, awareness, and philanthropic support.
- Promote understanding of Edmarc's mission and services.

Event Oversight

- Provide strategic leadership for fundraising events and campaigns.
- Ensure events align with organizational goals and deliver meaningful financial return.
- Develop sponsorship and donor engagement opportunities through special events.

Leadership and Team Development

- Supervise and mentor development staff.
- Foster a culture of philanthropy throughout the organization.
- Establish clear performance goals and accountability measures.
- Collaborate effectively with organizational leadership and clinical teams.
- Provide strategic direction, supervision, and support to the Volunteer Coordinator to ensure alignment of volunteer activities with Edmarc's mission and organizational goals.
- Oversee the planning, implementation, and evaluation of volunteer programs, activities, and special events.
- Support the recruitment, engagement, recognition, and retention of volunteers across the organization.
- Partner with the Volunteer Coordinator to identify opportunities for increased volunteer involvement in fundraising, family support, community outreach, and special events.
- Monitor volunteer program effectiveness and recommend enhancements to strengthen volunteer engagement and organizational impact.
- Foster meaningful relationships with volunteers, community supporters, and volunteer leadership groups to enhance advocacy and support for Edmarc's mission.
- Ensure volunteer events and activities reflect organizational values, operate efficiently, and provide positive experiences for participants and families.

Board Relations

- Partner with the Executive Director and Board of Directors to strengthen fundraising efforts.
- Support board member engagement in donor cultivation and solicitation activities.
- Prepare development reports and presentations for board meetings.

Donor Database and Reporting

- Ensure accurate donor recordkeeping and database management.
- Utilize fundraising data and analytics to guide strategic decision-making.
- Maintain confidentiality of donor information and organizational records.

Qualifications

Required

- Bachelor's degree or equivalent combination of education and professional experience.
- Minimum of seven (7) years of progressively responsible nonprofit fundraising experience.
- Minimum of three (3) years of leadership or supervisory experience.
- Demonstrated success securing major gifts and achieving fundraising goals.
- Proven ability to cultivate and maintain strong donor relationships.
- Demonstrated experience leading, developing, and directing high-performing teams, including setting strategic goals, fostering accountability, coaching staff, and building a collaborative, mission-driven culture.
- Excellent written, verbal, presentation, and interpersonal communication skills.
- Experience with donor database management and fundraising software.
- Ability to work occasional evenings and weekends.
- Valid driver's license and reliable transportation.

Preferred

- Certified Fund-Raising Executive (CFRE) credential.
- Experience in healthcare, human services, or related nonprofit sectors.
- Experience with capital campaigns or planned giving programs.
- Knowledge of the Hampton Roads philanthropic community.
- Experience working closely with nonprofit boards and volunteer leaders.

Core Competencies

- Relationship Building
- Strategic Thinking
- Major Gift Fundraising
- Leadership and Team Development
- Communication and Storytelling
- Community Engagement
- Financial Stewardship

- Results Orientation
- Emotional Intelligence
- Mission-Driven Leadership

Key Performance Indicators

Success in this position will be measured by:

- Achievement of annual fundraising goals.
- Growth in major donor revenue.
- Donor retention and acquisition rates.
- Expansion of foundation and corporate support.
- Development of a sustainable donor pipeline.
- Increased community awareness and engagement.
- Effective leadership and development of fundraising staff.

Required Physical Capabilities:

- Able to lift 30 pounds.
- Ability to work a 40 hour a week schedule with no physical limitations in normal ranges of sitting, standing, walking, and talking.
- Must be able to operate a computer and telephone.
- Must be able to conduct and attend meetings at various locations.
- Must be able to make presentations to groups.
- Must be willing to work some evening and weekend events.

Personal:

Must carry the Virginia state minimum vehicle liability insurance. Must be able to pass Criminal Records Background Check. Must be able to pass Driving Records Check upon hire and annually. Must be able to pass the Abuse Registry Check. Must have a current driver's license and reliable transportation.

Work Hours/Shift:

Monday-Friday; full-time salaried exempt; some weekend and evening work required for meetings, special events, and out-of-town conferences.

Compensation and Benefits:

Salary Range: \$85,000 - \$95,000 annually, commensurate with experience and qualifications.

Comprehensive Benefits Package Includes:

- Medical, dental, and vision insurance
- Retirement plan with employer contribution
- Paid time off (vacation, sick leave, and holidays)
- Life and disability insurance

- Employee Assistance Program (EAP)
- Professional development and continuing education opportunities
- Flexible work environment and schedule as organizational needs permit

This is a unique opportunity to lead fundraising efforts for an organization that has been a pioneer in pediatric hospice and bereavement care for nearly five decades. The Director of Development will play an essential role in ensuring that children and families throughout Hampton Roads continue to receive compassionate support during life's most challenging journeys.

Edmarc offers a mission-focused culture where employees are empowered to make a meaningful and lasting impact on the lives of children and families throughout the community. [\[edmarc.org\]](https://edmarc.org)

Edmarc is an Equal Opportunity Employer and is committed to fostering an inclusive workplace that values diversity, equity, and respect for all individuals.

If you are passionate about making a difference in the lives of children and families facing life-limiting illnesses, we invite you to join our dedicated team at Edmarc. Apply now and be part of our mission to provide compassionate care and support during challenging times. All applicants should email a resume with a cover letter to Darby Whitley, Director of Finance & Administration, at whitleyd@edmarc.org.