



**williamssyndrome**  
ASSOCIATION

**POSITION TITLE: Director of Development**

**REPORTS TO: Executive Director, Williams Syndrome Association**

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**I. OVERVIEW**

The Williams Syndrome Association (WSA) is looking for a Director of Development to elevate the current fundraising program and leverage the existing volunteer and donor base to build a comprehensive development program focused on individual giving and major gifts.

Established in 1982, the WSA works to enrich the lives of individuals and families affected by Williams syndrome and similar conditions through support, research and education. We uphold our mission by:

- Providing information and emotional support to individuals with characteristics of Williams syndrome, their families, and the professionals who work with them.
- Developing programs and services to help build strengths and meet challenges from early childhood through adulthood.
- Increasing public awareness and understanding of Williams syndrome.
- Encouraging and supporting research into a wide range of issues related to Williams syndrome.

The WSA currently employs 7 full-time staff with an operating budget of 1.1 million dollars. An additional \$600,000 is provided for research and scholarships annually.

**II. SCOPE**

The WSA is ready for a Director of Development to bring development efforts to the next level by building upon recent growth and establishing a transformational individual giving and major gift program. Current fundraising is largely driven by regional events, with volunteers who are deeply connected to the WSA and are passionate about helping the organization grow and thrive.

The Board of Trustees and Executive Director embrace the opportunity to grow fundraising efforts and invest in a professional who can partner with them to strengthen and grow relationships with donors and volunteers to ultimately engage and support more families affected by Williams syndrome.

Over the past 10 years, fundraising revenue for the WSA has more than tripled, with the introduction of Williams Syndrome Awareness Week, an investment in professional staff, and a stronger understanding of best practices. Over the past year, the Board and staff have taken a closer look at the opportunity for growth, including conducting a development assessment exercise with a major consulting firm that confirmed the capacity for growth and the organization's readiness to hire a development professional with proven experience; strong interpersonal skills; and a creative, proactive, collaborative approach.

The Director of Development will report to the Executive Director and will provide leadership and support in all areas of development, including major gifts, annual giving, volunteer management (including the Board of Trustees as it relates to fundraising), and corporate and foundation fundraising.

The WSA is a national organization with headquarters in Troy, Michigan. The Director of Development can work remotely with travel as needed, especially on the East Coast and to Michigan.

### **III. DUTIES AND RESPONSIBILITIES**

- Develop and implement a sophisticated development program that is donor-centric, based on industry best practices, and builds upon the results of the recent development assessment exercise.
- Strengthen the culture of philanthropy and be part of growing the program and team in the future.
- Expand existing development efforts to raise five-, six-, and seven- figure gifts from individuals, corporations, and foundations.
- Help set fundraising priorities for the WSA so they align with the overall goals and strategic plans of the organization.
- Manage a portfolio of major gift prospects who can support the WSA with gifts of \$10,000+.
- Coordinate fundraising efforts of the Board of Trustees and facilitate peer-to-peer solicitations; provide training and support.
- Work alongside the Executive Director to help her manage a portfolio of top donors and existing relationships.

- Develop and structure a broader and more diversified annual giving program.
- Be comfortable in the public eye, joining the Executive Director as one of the public faces of the WSA, and able to use excellent written expression to utilize social media and other strategies to promote fundraising activities and share stories of impact with the larger community.
- Create annual development goals and metrics in partnership with the Executive Director.
- Track fundraising progress toward goal achievement and assist with preparing and distributing regular progress reports.
- Assist with the implementation of an appropriate system to effectively encourage and facilitate volunteer participation in fundraising efforts.
- Field inquiries regarding funding opportunities and ensure proper and timely follow-up.
- Establish cooperative working relationships with Executive Director, WSA staff, Board of Trustees, Regional Chairs, and other volunteers.
- Create necessary policies and procedures around development operations (e.g., stewardship and database).
- Ensure confidentiality of departmental information.
- Other duties as assigned.

#### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

- Minimum 7-10 years of experience in development with a proven track record of successful cultivation, solicitation, and stewardship of major gifts.
- General understanding and expertise in all areas of development, including major gifts, annual giving, corporate and foundation giving, prospect research, volunteer management, and special events.
- Strong leadership presence; a proactive, flexible, and creative self-starter.
- Excellent written, analytical, communication, and interpersonal skills.
- Demonstrated understanding and experience with volunteer management.
- Must have sound judgment and the ability to work independently.
- Creative and strategic thinker with an entrepreneurial spirit.

- Willingness to embrace and learn about Williams syndrome and the WSA community. Prior experience in rare diseases or developmental disabilities a plus.
- Team player with a sense of humor.

## **V. JOB SPECIFICATIONS**

- Full-time position.
- Location is flexible with ability to work remotely; East Coast or Troy, MI preferred.
- Must be willing to travel.
- Bachelor's degree.
- Salary range - \$90,000-\$110,000, commensurate with experience