

## Job Description

Job Title	Director of Development
SOC	11-1021
Department	Business Operations
Reports To	Chief Executive Officer
Supervisory Duties	Yes, temporary
Classification	Full time, Exempt
Travel Required	20%
Revision Date	October 2019

### Summary of Position

The Director of Development is responsible for leading the development and execution of IPMG's growth opportunities.

### Essential Functions & Responsibilities

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

- Evaluation of potential growth opportunities and funding streams for IPMG.
- Development of startup and transition plans.
- Implementation of programs to expand and enhance the offerings of IPMG.
- Development of policies, procedures and manuals as needed.
- Establish performance measures, monitor results, and evaluate the effectiveness of each program.
- Identify and address issues that affect the development of new opportunities.
- Work in conjunction with leadership to develop/implement a comprehensive marketing plan to promote community visibility and awareness
- Work in conjunction with leadership to develop/implement technology to support new opportunities.
- Work in conjunction with leadership in hiring key staff to launch each new opportunity.
- Attend Senior Leadership meetings and provide updates as necessary.
- Manage and oversee staff during development and implementation of programs
- Supervise staff through stabilization of programs and identify when there is potential to transfer supervision
- Assume other tasks and projects as requested by the CEO.

### Competencies

- Ability to develop relationships with key stakeholders
- Strong cognitive and process management skills
- Strong organizational and analytical skills
- Ability to lead others
- Strong communication, verbal and written

### Supervisory Responsibilities

This position would have temporary direct reports.

#### Required Education & Experience

- Bachelor's degree in Psychology, Sociology, Social Work, Counseling, Business, Management or related field
- 5 years of senior management level experience, managing both people and processes
- 10 years' demonstrated experience in managing and implementing state funded programs
- Knowledge and experience in development of growth opportunities

#### Preferred Qualifications & Experience

- Master's degree

#### Additional Eligibility Requirements

- Authorization to access the State of Indiana's operating systems
- Current and valid driver's license
- Current and valid automobile insurance
- Ability to pass a thorough background screen

#### Work Environment

This position functions in a home office setting, using standard office equipment such as computer, phone, and scanner.

#### Physical Demands

Minimal lifting and reaching is required. This is primarily a sedentary position.

#### Position Type & Expected Hours of Work

Standard work schedule of Monday-Friday 8am-5pm or similar hours and additional hours as needed.

#### Travel

Statewide travel is required. Occasional travel outside of Indiana may also be required.

#### EEO Statement

IPMG is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, political affiliations, arrest records or any other characteristic protected by federal, state or local laws.

#### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.*

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Employee Signature

Date