

Development Director

Job Description

The successful candidate will lead all revenue-generating fundraising and community development activities for the organization. The Development Director will cultivate and maintain positive relationships with current and potential individual donors and organizations, and will serve as a liaison to the management team. As a self-starter, they will embrace the opportunity to forge new relationships and they are driven to be successful. In this newly created position, the right candidate will have an immediate impact on the organization's fundraising and development activities.

Duties include but are not limited to:

- Connect with high level community leaders
- Investigate and develop corporate giving opportunities
- Attend Monthly Board of Director Meetings
- Manage and increase individual giving
- Identify corporate giving opportunities
- Grant writing (corporate foundations, family foundations, etc.)
- Assist with the compiling and production of the organization's annual report
- Create fundraising events
- Create annual giving and service plan
- Research corporations and foundations to identify opportunities for corporate sponsorship
- Maintain professional and friendly relationships with foundation grantors and share milestones and progress of each grant throughout the year
- Create a strategic plan to work with individual Board Members as well as the Board to strengthen their partnership with the organization
- Consistently maintain Donor Management software
- Create a valuable relationship with past donors and maintain an active list of potential donors who are actively being pursued
- Assist the Marketing Consultant and Operations Manager in preparing both outward and inward facing marketing materials
- Prepare weekly internal reports for Senior Management
- Stay current on trending news and/or legislation related to early education, respite care, and child abuse prevention that are likely to affect agency funding
- Develop an annual Development Plan that addresses fundraising goals and strategies for the entire organization

Qualifications

- Minimum of a bachelor's degree in a related field
- A minimum of three to five years of progressive fundraising/community development experience
- Able to articulate strategies for soliciting and cultivating gifts, sponsorships, and grant writing

- Familiarity with Raiser's Edge NXT Donor Management software (or similar programs)
- Proven ability to speak and write in a concise and persuasive manner
- Able to use various databases to run reports
- Demonstrated knowledge of sound and ethical fundraising principles
- A superior verbal and written communicator who readily shares information concisely
- Articulate and personable
- Ability to convey a positive image of the agency, externally and internally.
- Works well on a team or alone
- Able to multi-task and maintain composure under pressure
- Must be able to demonstrate sound judgment, have a high degree of integrity and be persuasive with a positive attitude

Additional Information

- Competitive annual salary based on experience
- Excellent benefits including 401K match, Medical, Dental, Vision, Short- & Long-Term Disability, Life Insurance, Mileage Reimbursement
- Paid Vacation, Sick Leave and Holidays
- EAP (Employee Assistance Program)
- There will be occasional work outside of normal business hours, and at offsite locations.

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