

Position Description Development Director

Organization: This unique nonprofit with a budget of \$9M plus is a real working Social Enterprise that delivers a 'Green' Job Training program, preserves the Planet through recycling and reclamation, and produces sustainable revenue.

General Statement of Duties:

As a partner to the Executive Director and other staff members, the Director of Development will provide leadership in managing, developing, implementing, and tracking specific programs that will identify and solicit philanthropic gifts. The Director of Development will be a member of the executive leadership team and will participate in key decisions pertaining to strategic initiatives, operating models and operational execution. The Director of Development will be responsible for:

- Leading a major capital campaign;
- Assessing the organization's fundraising performance against both the annual budget and the organization's long term strategic plan;
- Developing tools and systems to provide critical fundraising and marketing information to the Executive Director and make actionable recommendations;
- Engaging the Board of Directors in all fundraising.
- Teaching and translating fundraising and philanthropic information to other members of the executive leadership team.
- Staying current with industry best practices in the areas of fundraising and marketing and implementing those practices on a timely basis.

Responsibilities:

Donor Relations and Fundraising

- Build and maintain existing individual, corporate, and major donor relationships.
- Work with the Executive Director and Board of Directors to create and implement plans for increasing philanthropic gifts.
- Develop, implement, and track specific programs that will identify and solicit new philanthropic gifts and build new donor relationships.
- Build strong relationships with donors, program officers of Foundations, and corporate executives in order to capitalize on solicitations of funds, marketing and promotional sponsorships, and in-kind support.
- Develop, and implement a major capital campaign.

Other

- Ensure agency compliance with the Secretary of State, workplace giving campaigns.

- Assist the Board and Executive Director in the identification of new board members.
- Provide training to Board and staff about the best practices in Development.
- Assist the Executive Director with special events, grant writing, and volunteer activities as needed.

Job requirements:

BA/BS required.

A minimum of 5 years fundraising experience with a nonprofit organization.

Experience working with an organization that has had a successful capital campaign.

Proficient use of computer including word processing, spreadsheets, and databases.

Salary:

\$60,000 - \$75,000

Application Process:

Send cover letter, resume, and 3-5 pages of writing sample to jobs@secondchanceinc.org