

Reports to: Executive Director

Hours: Full-time, Exempt (32-40 hours)

Schedule: Normal business hours Monday through Friday; some evenings & weekends required
Salary: \$65,000-\$75,000 (negotiable, based on experience)

Position Summary

The Development Director is responsible for securing financial resources through individual, public and private appeals, and grants that will support the mission, programs, and services of the organization. In addition, the Development Director will work to secure financial resources by implementing fundraising initiatives to achieve budgeted goals. The Development Director is responsible for ensuring the implementation of a comprehensive donor relations program, major fundraising events and annual fund programs. The position works closely with, and reports to the Executive Director, and may have supervisory responsibilities for part-time employees, as well as temporary contractors.

Primary Responsibilities

Planning & Management

- Responsible for developing and implementing an annual comprehensive development plan, in collaboration with the Executive Director, with targeted goals, objectives, methods, quantifiable outcomes and timelines which will achieve budgeted goals
- Manage all aspects of the Development Department
- Serve as staff liaison for the Board of Trustees Development Committee
- Oversee invoice generation and ledger reconciliations with accountant relevant to Development office

Resource Development

- Identify, cultivate and secure new and renewed funding opportunities with private/public foundations, individuals, and business/corporations, including some grant proposal writing and administration
- Investigate possibilities of program partnerships and strategic alliances that will extend CTW's brand in the community and increase avenues of support

Fundraising & Events

- Plan and execute major events and fundraisers (i.e. luncheon, donor events, volunteer appreciation)
 - Serve as lead staff for event planning committees
 - Coordinate and facilitate event sponsorship process
 - Generate invoices and ledger reconciliations with accountant
 - Serve as the point of contact for queries about events
- Assist with production and distribution of event invitations and programs, tracking RSVPs and other event related materials

Donor Relations, Stewardship & Cultivation

- Create and execute donor stewardship and cultivation plan that incorporates moves management principles
- Conduct direct mail campaigns, track expenses and response rate of appeals
- Develop and execute plan to solicit and grow the organization's major gift program
- Maintain foundation relationships, communicate updates and submit grant reports
- Conduct prospect research

- Plan and implement donor cultivation events
- Track individual giving levels of donors
- Manage donor database
- Prepare donor data analysis and reports
- Manage and prepare all donor gift acknowledgements
- Assist with preparation and production of organization's annual report to stakeholders
- Conduct presentations to general public as requested

Requirements

Minimum of five years progressive experience and demonstrated skill in fundraising, corporate sponsorship sales and event management, preferably in the non-profit sector. At least two years of professional experience in a leadership role as part of a senior organizational team. Bachelor's degree in marketing, communication, social service or related field preferred. Experience working with volunteers is desirable. Membership in AFP and/or CRFE accreditation is desirable. Experience with Donation Management or CRM System software preferred. Demonstrated skills using Microsoft Office applications including Word, Excel and Power Point and Outlook.

Competencies

- Extensive knowledge of nonprofit fundraising processes with demonstrated skill and significant track record in fundraising
- Demonstrated experience in planning and implementing all aspects of a capital campaign
- Strong analytical and organizational skills
- Exceptional oral and written communication skills
- Demonstrated leadership skills
- Exceptional interviewing and listening skills
- Thoroughness; attention to detail with a high degree of accuracy
- Self-motivated with ability to problem solve
- Ability to present a professional appearance
- Ability to work with people from diverse economic and cultural backgrounds
- Applied knowledge in Microsoft Office products and donor database systems
- Strong verbal and written communication skills to work with employees across the organization, as well as high level government officials and senior management in outside companies

Submission deadline: Open until filled

For consideration, please send letter of interest, resume and three (3) references to Cindy Garner, Executive Director, 1133 S Edwin C Moses Blvd., Suite 392, Dayton, Ohio 45417 or email to cindy.garner@clothesthatwork.org. Competitive salary, commensurate with experience; Equal Opportunity Employer.