

JOB TITLE: Development Director

DEPARTMENT: Administration

POSITION TYPE: Full Time/ Exempt

REPORTS TO: Co-Executive Directors

EFFECTIVE DATE: 2/16/2023

COMPENSATION: \$46,000-\$65,000

ORGANIZATION BACKGROUND: Communities United (CU) is a growing intergenerational grassroots organization that works across communities on issues of education justice, increasing access to affordable and quality healthcare and housing, youth investment, and justice reinvestment. CU's organizing approach actively engages and develops community and institutional members to advance social, racial, and economic justice. Recently named one of five global awardees of the W.K. Kellogg Foundation Racial Equity 2030 Challenge.

PURPOSE OF POSITION: Plans, directs, and manages the development activities of the organization in partnership with Co-Executive Directors.

REQUIRED SKILLS AND BACKGROUND:

- Bachelor's degree (B.A./B.S.) in related fields required.
- Two to four years related experience or equivalent.
- Thorough knowledge of diverse fundraising strategies (corporate, grassroots, foundation, and individual donor).
- Excellent written and oral communication skills; ability to communicate effectively and persuasively in writing.
- Proven ability to handle multiple projects and meet deadlines
- Passion, enthusiasm, focus, creativity, and a positive outlook.

RESPONSIBILITIES:

- Responsibilities include training employees; planning, assigning, and directing work related to development.
- Formulates development strategy and prepares an annual plan for development.
- Researches funding opportunities; writes and administers grants and reports.
- Conducts fundraising projects; solicits contributions and develops potential new donors while representing the organization effectively.
- Manages funding database and expands individual donor programs.
- Develops, plans, and implements fundraising events including but not limited to banquets, auctions, receptions, and other grassroots events.
- Ensures that the fundraising program is thoroughly and effectively integrated across the organization.
- Leads the grassroots fundraising team and coordinates staff efforts. Is responsible for the identification, cultivation, solicitation, and stewardship of foundation, corporate and individual donors locally, regionally, and nationally.
- Represents the organization through participation at professional meetings and events.
- Supervises and reviews all reporting, tracking, acknowledgements, and receipts for development efforts.
- Provides regular assessment, analysis, reporting, and projections of development activity, income, and pledges.
- Coordinates with institutional and volunteer leadership to increase integration and visibility of fundraising program planning throughout the work of the organization.
- Assigns duties, develops staff organizers to play a role in development efforts, and monitors quality of work..
- Performs other related duties as assigned by management.

KNOWLEDGE AND SKILLS:

- Project Management--Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills--Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others and receives feedback well.
- Written Communication--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Planning/Organizing--Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Innovation--Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

WORKING ENVIRONMENT:

- Work is performed primarily indoors; remote or hybrid work is a possibility
- Flexible working hours, including late evenings, some weekends, and holidays
- Willingness and ability to work in a dynamic environment, in a team setting
- Ability to communicate effectively with diverse groups of people, present information and respond to questions from groups of managers, staff, and the general public
- Communities United strives to maintain an inclusive working environment in and outside our facilities that supports diverse identities based on race, gender, disability, religion, national origin, marital status, and sexual orientation.

BENEFITS:

- Generous benefits including pension
- Premium health PPO, Dental, Vision (No employee contribution required for individual coverage)
- Life insurance
- Staff development and wellness funds available based on resource availability
- Generous vacation and paid time off (above industry standards)

HOW TO APPLY: Communities United is committed to providing equal employment consideration without discrimination on the basis of race, gender, disability, religion, national origin, marital status, sexual orientation, or any other protected status. To apply, please email resume and cover letter to info@communitiesunited.org. Resumes and cover letters will be accepted through March 31, 2023. The salary range for this role is \$46,000-\$65,000 based on experience. This position is a management position. People of color are strongly encouraged to apply if you meet the above requirements.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements.