

Literacy New York Buffalo-Niagara, Inc.

Job Description

Job Title: Director of Development	Directly Reports to: Executive Director
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Summary:

Reporting to the Executive Director, this position manages all fund development strategies and tactics, including directing the development activities of staff leadership and the board of directors while supporting the organization's annual and long-term strategic goals.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Fund Development:

Supported by the Board of Directors Development Committee and staff leadership, manage all fund development activities for contributed income, including: major gifts, direct mail, on-line giving, monthly giving, corporate sponsorships, in-kind gifts and special events.

- Create and implement annual fund development plans, including appropriate revenue sources, an integrated fund development/marketing calendar, prospect identification and cultivation activities, and donor stewardship and retention efforts
- Create and manage a sustainable major gifts program
- Develop, manage and grow relationships with community stakeholders, existing donors, and prospective donors
- Manage the donor management database
- Manage all special events, including sponsorship and in-kind solicitations

Management:

Direct the activities of the Fund Development Team in supporting annual operating and strategic plans.

- Manage the activities of Board Committees with roles in fund development and the fund development activities of the Executive Director
- Design, implement, and continuously improve processes that support annual and long-term development goals
- With the Executive Director, establish measurable outcomes for all fund development activities and create dashboards to communicate progress
- Create and manage fund development budget
- Assist Grant/PR Consultant with completing grant applications, as requested

Qualifications

- Bachelor's degree in communications, business, or related field
- Three years' experience in fund development, in a communications-related field, or nonprofit supervision
- Excellent communications skills-oral, written, digital, and interpersonal
- Demonstrated ability to work independently and as part of a high-functioning team
- Demonstrated ability to build relationships with community stakeholders
- Demonstrated experience with achieving annual goals
- Experience with donor management databases a plus
- Proven leadership in innovation and project management
- Able to maintain a "big picture" perspective while, at the same time, managing day-to-day operations
- Able to relate to and motivate a range of people: from staff to board members to volunteer tutors to students to donors to community stakeholders

Salary: Contingent on experience and skill set

To apply, please email resume and cover letter to Amy Mazur at amy.mazur@literacybuffalo.org by January 14, 2019.