



Grants and Development Director *Position Description*

About MISSION: IGNITE

Founded in 1997 as Computers For Children, our goal was to help close the digital divide, level the technology playing field and deliver digital literacy programs to students and their families. Over the years, our services have expanded across the state and include STEAM training for youth. Programs offer hands-on experiential learning in coding, robotics, engineering, science experiments, computer refurbishment, software applications and more. Working directly with schools and community partners, our programs provide vital training and skills necessary for our increasingly tech dependent economy.

In 2018, the organization engaged in a re-branding process to "refresh" the agency's public personae to better reflect the growth and proposed strategic expansion of programs and services. Now named: MISSION: IGNITE- Powered by Computers For Children, this name exemplifies our growth, commitment to innovation, and our role as a champion for education. **We ignite learning!**

Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will spearhead development efforts as MISSION: IGNITE continues to grow. A new position in the organization, the Director will have the opportunity to build the development function.

Duties and Responsibilities (include but are not limited to).

This position as described requires outreach and time with potential donors and sponsors as well as showing off facilities and M:I programs, giving particular stewardship to selected foundations and working with Board members to achieve the goals of the fundraising plan. Managed time will include in-office and out of office requirements.

- In collaboration with the Executive Director, develop and execute MISSION: IGNITE's annual fundraising plan
- Work with staff to research and identify grant opportunities
- Maintain information for grants, coordinate grant preparation, write proposals and assist with reporting
- Seek financial support from individuals, foundations, and corporations
- Support the Executive Director in the development and maintenance of ongoing relationships with major donors
- Create and execute a strategy for a large sustained base of annual individual donors
- Overseeing organization of special events

- Develop and track proposals and reports for all foundation and corporate fundraising
- Staff Board Development Committee meetings.
- Oversee fundraising database and tracking systems
- Supervise and collaborate with other fundraising staff
- Oversee creation of publications to support fund raising activities
- Maintain gift recognition programs
- Cultivate a volunteer network
- Oversee and manage the development and maintenance of the organization's online and social media presence -channel for fundraising, PR, Marketing, Individual donor development, etc., supported by the Development Team
- Oversee communication needs from direct mail to on-line and social media.
- Perform other related duties as requested

Qualifications

- BA/BS (required), MA/MS (a plus)
- 5-plus years experience in development
- Demonstrated excellence in organizational, managerial, and communication skills, including strong interpersonal and writing skills.
- Must embrace the mission of the company
- Have knowledge and experience in fund-raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members, and other volunteers.
- Have the desire to get out of the office and build external relationships in conjunction with the Executive Director.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

Salary commensurate with experience

Please send resume and cover letter to office@missionignite.org