



## Director of Development and Community Engagement

**Salary: \$80,000/yr**

### Summary of Job Description

The Director of Development and Community Engagement is responsible for creating and implementing an annual comprehensive fundraising plan to meet budgeted income goals for unrestricted and restricted charitable giving, overseeing fundraising events, and cultivating internal and external relationships. Reporting to the Executive Director, the Director of Development and Community Engagement will work collaboratively with Reach staff, the Board of Directors, donors, and volunteers to strengthen fundraising efforts for maximum mission impact.

### Essential Job Duties

#### Leadership

- As a member of the Executive Team, provide input and guidance on our strategic plan, future initiatives, and big picture.
- Supervise Event & Volunteer Manager, ensuring a comprehensive, quality volunteer management program and well-run events.
- Dedicate ongoing attention to personal and professional development for employees of Reach.
- Participate in the development and management of the organizational and development budgets, including revenue and expenses.
- Provide leadership on fundraising initiatives including special events, sponsorships, donor cultivation, and grant writing.
- Responsible for working with the Executive Director, Board of Directors, and various committees to implement development strategy.
- Plan and coordinate all aspects of organizational development.
- Track progress toward fundraising goals, adjust strategies, and report progress regularly.
- Build and maintain relationships with those we support and their families/extended interdisciplinary teams and provide internal and external communication.

#### Development

- Establish and manage short-and long-term goals for fundraising activities including annual giving, endowment, capital campaigns, special projects, and other agency related solicitations.

- Manage strategies and activities for donor cultivation, solicitation, and relations.
- Assist the Executive Director with developing and implementing a comprehensive development plan with strategies for major donors and prospects.
- Collaborate with the Executive Director in researching grant initiatives, sending proposals, writing grants, and submit timely reporting and ensure compliance as required by grant award reports. Maintain grant calendar tracking in CRM.
- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base.
- Work with the Executive Director and Director of Operations to integrate fundraising efforts into the communication plan (timing of appeals, messaging that inspires donors, etc.).
- Collaborate to develop a case for support for the general fund and other appeals as needed.
- Cultivate donors by producing specialized correspondences, writing appeal letters, preparing letters of acknowledgment, scheduling small group gatherings and making in-person visits.
- Coordinate special appeal efforts for restricted gifts, including capital projects at both locations.
- Work with existing staff to maintain an accurate and clean database. Generate workflows, queries, and reports to collect data as needed to inform goals and strategies.
- Manage monthly Donor and Volunteer Newsletters.

## **Partnerships & Community Relations**

- Build and sustain working relationships with other providers, community associations, business leaders, grant funders, and other leaders in the community.
- Identify, organize, and manage the fundraising activities with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, individuals, and others.
- Identify and pursue new sources of corporate and foundation funding and volunteerism.
- Manage and maintain the donor database. Create systems to support development projects and operations; supervise donor and gift record-keeping. Oversee the management of database and all records, files, and gift processing.
- Manage or oversee all fundraising events including developing and soliciting sponsors for events and promoting events to the community.
- Organize regular donor appreciation events.
- The Director of Development and Community Engagement should sustain any working relationships Reach has with the community, while finding ways to increase our outreach.
- Work with staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
- Research or oversee research of new seasonal events.
- Participate in other agency functions as assigned.

## **Minimum Qualifications**

- Bachelor's degree in Nonprofit Management, Business Administration, Communications, Marketing or a related field.
- Two-five years of leadership, professional development, and fundraising experience.
- Proven experience in designing and managing development relationships and fundraising plans.

- Ability to create and manage a fundraising plan.
- Strong written and verbal communication skills and strong customer service orientation that can aspire individuals to action.
- Proficient in MS Word, Excel, Power Point, Teams, and knowledge of computer applications such as databases and CRM (e.g. Salesforce, Virtuous, Oracle).
- Exceptional organizational skills and experience managing multiple projects and gathering, analyzing and reporting relevant data.
- Confident public speaker who can express complex ideas verbally to a variety of audiences.
- Strong ability to craft targeted written communications to diverse audiences.
- Self-starter who is organized, prepared, detail-oriented, strong in follow-through.
- Ability to passionately represent the mission of Reach for Resources.
- Ability to effectively establish and nurture trusting relationships, making donors, volunteers, and our community connections feel valued and cared for.
- Valid Drivers' License, reliable and insured vehicle, and the ability to pass a Motor Vehicle Records Check.
- Successful completion of a Background Check will be required for this position.
- Valid authorization to work in the U.S. without current or future need for sponsorship.

## Working Conditions and Physical Demands

- **Environment:** This position requires in-office work, remote work, and time spent in the community building and maintaining relationships.
- **Schedule:** This position is full-time (M-F), with the flexibility to attend events and be present at internal/external obligations on evenings and weekends.
- **Physical demands:** Moderate lifting (up to 40 lbs.), ability to safely traverse indoor and outdoor environments, ability to safely drive a personal vehicle, verbal communication, ability to monitor and respond to verbal and visual information related to job responsibilities, ability to confidently and consistently use technology like laptop, cell phone, fax machine, printer, etc.

## Additional Information

In addition to salary, Reach for Resources offers excellent employee benefits.

Benefits may include:

- Generous PTO package (15 days a year for F/T employees with increases each year)
- 13 floating holidays (for F/T employees, prorated during first year based on start date)
- Medical, dental, and vision insurance
- Life insurance, AD&D insurance, hospital indemnity, critical illness, accident, legal, and pet insurance
- Retirement savings plan with company matching
- Company paid PFML/Short-term Disability/Long-term Disability
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)
- Caring, supportive supervisors
- Plenty of chances to wear casual clothes
- A focus on wellness

## **Disclaimer**

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Reach for Resources, Inc. is committed to ensuring that applicants and employees with disabilities receive support. Applicants or employees must be able to meet the minimum qualifications of the position; reasonable accommodation may be provided if requested by the employee.