

Job description

PT Director of Resource Development

Position title

Director of Resource Development

Reporting to

Executive Director

Position summary

The Director of Resource Development works with the Executive Director to develop and maintain a successful corporate, foundation, and individual donor solicitation program and to develop and manage a portfolio of corporate and foundation prospects and individual donors. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

Duties and responsibilities

GENERAL RESPONSIBILITIES

- Build a successful giving program by identifying prospects, designing and initiating strategies, and producing materials, proposals, and applications as needed
- Uphold the Mission Statement and Core Values of LEAD Girls of NC Inc.
- Maintain staff, volunteer, donor confidentiality at all times.
- Build a sustainable financial giving model for the organization

SPECIFIC RESPONSIBILITIES

- Meet annual fundraising goals per the budget allocations
- Develop and maintain a successful corporate, foundation, and individual solicitation program, including the developing a strategic operating plan, identifying priorities and prospects, and building resources and connections to implement the plan.
- Create and manage a portfolio of corporate, foundation, and individual prospects, work with Executive Director to communicate with current and prospective donors to build relationships and secure grants and donations
- Develop strategic briefing and communication materials
- Develop and track strategies for cultivating, soliciting, stewarding, and recognizing donors
- Maintain the integrity of donor relationships, including the understanding of the needs and interests of major donors
- Produce and manage donor correspondence, including seasonal and annual appeals
- Engage and support staff in the soliciting and stewarding donors
- Work with the Executive Director to secure sponsorship of special events such as the LEAD-a-Thon, annual Soirée and Girls Rising Expo
- Increase awareness of the LEAD Girls in the Winston-Salem community
- Help coordinate events required to interact with donors (as assigned)
- Maintain LGL Donor Software
- Ensure the quality and timely submission of all grant applications, reports and data

- Support bookkeeper, PA (Public Accountant) and ED with any information needed for financial reports

Qualifications

- Track record in fund raising
- Compassion and commitment to the mission and goals of LEAD Girls of NC
- Bachelor's degree required, along with 3+ years and a proven track record in raising money in a nonprofit environment, including direct mail campaigns, donor relations, and corporate and foundation relationship management.
- Upbeat, positive, and energetic approach to work
- Results-driven with highly developed interpersonal skills, excellent oral presentation and written skills – especially correspondence with donors and prospects.
- Comfortable operating in a nonprofit, resource-limited environment.
- Energized by the opportunity to build the development program for LEAD Girls of NC
- Skill with databases and presentations
- Ability to work both independently and on team projects with a diverse constituency of staff and donor
- Maturity to work with highly visible civic, philanthropic, and business leaders
- Past success with a capital campaign a plus
- Bilingual a plus but not necessary