

Fifth Ward Enrichment Program, Inc.

Director of Development

General Description

This position is responsible for all fundraising activities of the agency, including prospect research, cultivation and solicitation of donors, and stewardship. A core function of this position is to oversee a three-year fundraising plan that is aligned with the agency's strategic plan. This position reports to the executive director.

Specific Responsibilities

- Develop, implement and coordinate the agency's annual fund.
- Implement and manage a system for identifying, cultivating, and soliciting major donors and to track major donor records.
 - Make minimum of 3 calls per week.
 - Submit contact reports.
 - Assure timely delivery of proposals and letters of requests for funding.
- Generate funding and revenues equal to three times this position's salary.
- Seek to increase new dollars raised by 10% more than the preceding year.
- Comply with the fundraising plan and direct its agenda as prescribed by the Board's Fundraising Committee.
- Monitor the terms and requirements of each grant and assure compliance and stewardship.
- Execute an innovative donor recognition program.
- Prepare updates and reports to funders and donors.
- Contribute development-related stories and features for the agency newsletter and prepare collateral development materials for the Board's Communications Committee.
- Assist the Board's Communications Committee in the development and implementation of the Public Relations/Marketing Plan.
- Represent the agency at speaking engagements and other public events.
- Manage all development-related activities, including awareness sessions and special events.

Required Qualifications

- Bachelors degree
- Minimum of three (3) years in the field of fundraising and development.
- Strong organizational, management, communications and planning skills.
- Proficient in Microsoft office applications, including Word, Access, Excel, Power Point, and related fundraising software.
- Proven record of successful fund development experience, foundation research and solicitation, preparing corporate solicitations, donor research and records, donor recognition, special events, and capital campaigns.

Preferred Qualifications

- Masters level degree in a related field
- Certified Fundraising Executive (CFRE)
- Planned Giving certifications.

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