The Director of Development is a newly created position. The Director is responsible for achieving revenue goals by applying industry best practices and ensuring appropriate volunteer leadership is recruited and developed. As a successful fundraising leader who will manage fundraising events annually, generate excitement and enthusiasm in the community about Visionary Foundation’s mission of inclusion, compassion, and empathy, which allows the people it supports to live, grow, work, and thrive while living their best lives and engaging as contributing members of their respective communities.  
  
The incumbent will be responsible for the solicitation of large dollar and multi-year corporate sponsorships, individual donor cultivation, chair recruitment, volunteer committee recruitment, auction procurement and production, and overall event coordination of multiple events throughout the year, including cultivation of new and existing funding relationships, identifying and developing partnerships, developing and implementing public fundraising campaigns and strategies, and coordination of membership programs and donor events, grants, and oversight of grant management.  
  
Incumbent will effectively and compellingly communicate the Foundation’s mission, accomplishments, and financial needs to external audiences in both verbal and written form while also leading ongoing conversations about fundraising vision, strategy, and idea generation to meet current goals and guide Visionary Foundation growth for the future. The incumbent will be held accountable for an overall bold fundraising goal, primarily responsible for driving revenue in support of our mission. Utilizing your proven networking and relationship-building skills to cultivate key community connections, you will drive success and achieve revenue goals by strategically identifying and engaging key C-suite corporate and community partners.  
  
The Development Director must collaborate closely with the President & CEO, Vice President, Corporation, and Board of Directors to develop fundraising goals and strategies that align with the organization’s mission and values.

**Requirements**

This position is for a contract employee with automatic renewal unless terminated by either party. Please see attached contract for details.

The position is a hybrid/ remote position, with in-office work as needed. The office location is

The only benefit will be 20 days paid days off per year.

The salary will be $130,000 per year.

**Develop and Implement a Comprehensive Fundraising Plan**

* Develop and implement a comprehensive fundraising plan that includes major gifts, grants, corporate and foundation giving, planned giving, and special events, which is clear in its objectives, goals, target audiences, timelines, and assignment of responsibilities.
* Identify and cultivate major gift prospects and corporate and foundation donors, and plan and execute special events that engage donors and raise funds for the organization.
* Collaborate with the President & CEO, Vice President, Corporation, and Development Committee of the Board of Directors to develop fundraising goals and strategies that align with the organization’s mission and values.
* Lead fundraising strategies to ensure goals are achieved through multiple fundraising approaches and channels that reach diverse donors, including leadership and major donors, grassroots and mid-level individual donors, and corporate donors.
* Develop and grow the organization’s individual giving program as a critical development plan element.
* Ensure that processes, procedures, and assignments of responsibilities are designed to meet fundraising goals in an efficient, manageable, and effective manner.
* Evaluate fundraising activities annually to ensure quality, productivity, and relevance toward meeting goals.
* Work collaboratively with the Board of Directors by involving them in the planning and executing of the engagement and fundraising plan.
* In collaboration with the communications team, convey Visionary Foundation’s work in advocacy through compelling creative storytelling in support of fundraising strategies and efforts.

**Donor Acquisition, Cultivation, and Stewardship**

* Foster deep relationships with current and prospective donors through strategic cultivation, solicitation, and stewardship.
* Research, manage, and maintain a portfolio of top corporate, leadership, and individual donors and prospects, developing and implementing strategies for engagement in advocacy and fundraising activities.
* Work with Corporations staff and volunteers to develop a functional and practical donor pipeline of individuals and corporations.
* Advise the President & CEO on relationship-building and fundraising opportunities that are strategic and of the highest priority to ensure that the President & CEO’s time is scheduled effectively in fundraising and donor cultivation processes and events.
* Train Board members in stewardship, cultivation, and fundraising activities.

**Work closely with the President & CEO, Vice President, Corporation, and Board of Directors.**

* Collaborate closely with the President & CEO, Vice President, Corporation, and Board of Directors to develop fundraising strategies and goals that align with the organization’s mission and values. This involves presenting fundraising plans and performance metrics to the Board of Directors and collaborating with the President & CEO and Vice President to ensure that fundraising activities are aligned with the organization’s overall strategic plan.
* Actively support the goals of Visionary Foundation by executing responsibilities, as assigned, within and outside the fundraising scope. Through this, participate in developing a high-performance team culture focused on leadership and accountability at all levels, continuous learning, collaboration, measurement, and goal achievement.
* Serve as an enthusiastic and informed advocate for Visionary Foundation clearly communicating the impact of our work, verbally and in writing, throughout corporate and community networks.
* Represent Visionary Foundation in the community on boards, panels, commissions, and events that support Visionary Foundation community and fundraising goals.
* Contribute to developing and implementing the organization’s strategic plan in collaboration with the President.
* Assist in creating and monitoring the organization’s annual budget, collaborating with the President & CEO and Board of Directors by providing accurate information and forecasts.
* Develop a thorough knowledge of the founding, history, major accomplishments, challenges, and significant events that affect Visionary Foundation.
* Stay informed and up to date on community, state, national, and international issues that have a bearing on the work of Visionary Foundation.

**Monitor and Analyze Fundraising Data**

* Responsible for monitoring and analyzing fundraising data to evaluate performance and adjust strategies.
* Tracking donor engagement and retention rates, analyzing revenue streams, and making data-driven decisions that help the organization achieve its fundraising goals.
* Ensure that accurate and updated communications and donor information records are maintained in the CRM platform and Donor Search.
* Ensure customized donor data is imported, exported, and edited in various digital platforms and tools.
* Oversee gift processing, donor recognition, and timely acknowledgments.
* Assist in collecting and reporting data necessary for the funder and other external requirements.
* Keep the Board informed of fundraising activities, providing data relevant to tracking fundraising progress and planning.

**Collaborate with the Corporation Team**

* Work closely with the team to develop and execute effective donor communications and marketing materials.
* Developing a compelling message that resonates with potential donors, creating donor recognition programs, and crafting targeted appeals that drive donations.

**Management Responsibilities**

* Grow and lead development team, providing guidance, training, and support as needed.
* Setting goals and expectations for team members, monitoring performance, and providing feedback to ensure that fundraising goals are met or exceeded.

**EDUCATION And EXPERIENCE**

* Bachelor’s Degree in Nonprofit Management, Business or Related Field
* Minimum of five (5) to seven (7) years of experience in Nonprofit Fundraising, including major gifts, corporate and foundation giving, and special events. Experience in planned giving and digital fundraising is also highly valued.

**Knowledge Skills And Abilities**

* Excellent written and verbal communication skills, including writing compelling donor communications and marketing materials.
* Strong leadership and management skills, with experience managing a team of fundraising professionals.
* Demonstrated ability to collaborate with colleagues, Board members, and volunteers.
* Experience with fundraising software and donor databases.
* A deep commitment to the mission and values of our organization.
* Proven success at building sustainable corporate and community relationships that contribute to achieving event revenue goals, greater community participation, and heightened brand awareness.
* Successful management and coaching of staff and volunteers to effectively implement best and proven practices to achieve fundraising goals.
* Previously managed or handled multiple volunteer-led mass-market events simultaneously that have resulted in revenue growth year over year.
* Known as a convener and having successfully built a positive, healthy, and inclusive team environment that has resulted in long-term community relationships.
* Achieved or surpassed designated revenue and participant goals through team and individual fundraising, corporate solicitation, and community partnership.
* Demonstrated success at prospecting, cultivating, and stewarding event teams, sponsors, and participants.
* Experience with public speaking or conducting donor presentations.
* Experience developing and managing event budgets, supervising and training volunteers, working to set timelines and milestones, and using data to affect positive outcomes.
* Five (5) to seven (7) years of proven experience recruiting and mobilizing volunteers and community leaders to achieve goals, preferably in a peer-to-peer fundraising environment.
* Five (5) to seven (7) years of successful experience meeting sales targets
* Demonstrated management skills, including setting clear goals, organizing projects, establishing, and managing budgets, and establishing accountability processes.
* A proven track record at building sustainable corporate and community relationships that contribute to achieving organizational and revenue goals.
* Proven record of developing and implementing strategies for identifying, recruiting, and engaging high-level and C-Suite volunteer leadership.
* Enthusiastic willingness to collaborate with diverse communities and build an inclusive environment.
* Strong computer skills, proficient with Microsoft Office products and social media.
* Strategic Thinking and Critical Thinking Skills.