



## Job Description

### DIRECTOR OF DEVELOPMENT

**SUMMARY:** Reporting to the Executive Director, the Director of Development is responsible for all facets of individual and institutional giving, including development of new strategies to grow Bresee's current \$3.3 million fundraising capacity. The Director of Development works closely with the Executive Director and Board of Directors to develop and implement a Fundraising Plan that includes short-term, medium-term and long-term strategies for major gifts, foundation and corporate support, government funding, annual giving, and fundraising events.

**CANDIDATE PROFILE:** The Director of Development will embrace Bresee's mission and introduce new initiatives to achieve excellence, growth, and impact in fundraising and communications. Bresee seeks a dynamic, creative, and entrepreneurial development professional who wants to make a difference by joining a vibrant organization providing strategic leadership across all areas of development. The ideal candidate will be a collaborative, energetic, and natural fundraiser who is well versed in all aspects of fundraising, including cultivation, solicitation, and stewardship.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Development Operations and Leadership*

- Partner with the Executive Director and Board to create and implement a comprehensive development plan in support of the organization's mission.
- Manage a development team comprised of 4.5 staff.
- Embrace and model the attributes of a culture of best practices, collaboration, and accountability.
- Develop own, and manage to the annual development department income and expense budget.
- Build strong relationships with Bresee's boards, executive team, program directors, and staff to nurture a culture of development throughout the organization.
- Create an actionable plan to expand overall revenue for all funding sources.

#### *Foundation, Corporate, & Government Grants*

- Expand a portfolio of \$1.4 million in foundation and corporate grants.
- Oversee and expand a portfolio of \$1.4 million in government grants including the supervision of responses to government request for proposals.

#### *Special Events*

- Lead the development team in planning and executing a regular series of special events.

#### *Major Gifts*

- Develop and execute a major gift program and strategy.

#### *Communications and Branding*

- Oversee the execution of communications, marketing, and branding strategies.

### *Board Leadership*

- Cultivate and steward relationships with 3 Boards including the Board of Directors, Advisory Council, and Junior Board.
- Engage the Board's Development Committee in leading the board's fundraising.
- Provide detailed and accurate fundraising reports to the Boards at each meeting.
- Work with the Executive Director to implement board standards, roles, and responsibilities.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Seasoned development professional with demonstrated history of fundraising success and significant experience in team leadership, supporting staff, executives, and board members in a dynamic environment.
- Proven success in developing and executing strategic and effective fundraising plans.
- Experience implementing necessary systems and processes to support efficient operations. Familiarity with the Bloomerang system is a plus.
- Demonstrated success cultivating, soliciting, and stewarding high net worth individual donors, corporate foundations, and government agencies with a track record of moving donors through a pipeline resulting in 6 figure gifts.
- Creative thinker. Demonstrated ability to bring fresh approach to development initiatives.
- Marketing and communications skills necessary to drive fundraising programs and donor-specific collateral and presentations.
- Passion for and knowledge of youth development or issues related to social justice and economic/educational equality highly preferred.
- Demonstrated sensitivity to multicultural issues, and be comfortable working in multi-cultural, urban environment.
- Bachelor's Degree from an accredited college or university required. Master's degree a plus.
- Certified Fund Raising Executive (CFRE) credential preferred.
- Must submit to and successfully pass a criminal history background check.
- Must understand, support, and be able to articulate Bresee's *Vision, Mission, and Values Statement*, as well as program specific information.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent. In office 50%, out of office 50%. Indoors 85%, outdoors 15%.

**HOURS AND BENEFITS:** Full-time, exempt position, occasional weekend and evening hours will be necessary. Benefits include medical and dental plans; vacation, holiday, and sick pay; and 401k type pension plan. **Salary range based on key qualifications: \$70,000 – 90,000**

**TO APPLY:** Submit cover letter and resume to [jobs@bresee.org](mailto:jobs@bresee.org) with the Subject Line: Director of Development position opening.