

JOB DESCRIPTION

Title: Development Director

Building STEPS (Science Technology And Education Partnerships Inc.) is a nonprofit that equips our city's brightest students with the tools to propel them to college and career success. Through progressive and comprehensive programming, more than 80% of Building STEPS graduates earn a college degree.

On track to double the number of students we serve, Building STEPS is positioned to hire a Development Director. This position requires a sophisticated understanding of fundraising, stewardship and donor relations. Working part-time and in collaboration with a dedicated staff and engaged board, this professional will advance the organization's fundraising goals.

The Development Director creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources. The successful candidate is experienced and proven effective in creating and implementing a philanthropy plan that supports growth and increased capacity. Reporting to and working in tandem with the CEO, the Development Director must have a successful record of increasing philanthropy outcomes. Additionally, they must be skilled in managing multiple projects and deadlines.

Responsibilities

- Collaborate with the Board of Directors and Chief Executive Officer to create a philanthropy program that increases revenues to support the strategic direction of the organization
- Develop and implement cultivation and solicitation strategies
- Deliver strategies to secure donations from individuals, foundations and corporations
- Develop and manage a full range of strategic cultivation and stewardship activities
- Develop and track proposals for foundation and corporate fundraising
- Manage donor management software, including data entry, gift processing, grant cycles and reporting

Qualifications

- Knowledgeable about creating donor prospects and giving opportunities
- Demonstrated fundraising success with multi-faceted philanthropy program
- Strategic thinker with strong verbal and written communication skills
- Ability to translate ideas into actions and adjust course as needed to ensure goals are attained
- Proficient with donor management software
- 5 or more years' experience in development

To express interest, please send cover letter and resume to info@buildingSTEPS.org.