



## Job Description – Director of Development

**Reports to:** Executive Director  
**Supervises:** Development Team  
**Exempt Status:** Exempt  
**Work Schedule:** Full-Time

### Summary

Founded in 1990, Bright Beginnings, Inc. (BBI) addresses the social and economic problems faced by the District of Columbia's homeless families by providing infants, toddlers and preschoolers with free, year-round reliable, quality childcare in a safe, nurturing educational environment, preparing these children to enter kindergarten ready to learn, and supporting parents as they stabilize their home lives. Bright Beginnings is located in the historic Perry [School](#), and serves 150 children daily.

Bright Beginnings is currently planning to open a second center east of the Anacostia River to serve an additional 100 children, primarily in Wards 7 and 8, where the need for comprehensive educational services is greatest. The \$10M capital campaign to support this center is currently in the silent phase.

The Director of Development will have primary responsibility for establishing and implementing the infrastructure needed to sustain and grow a \$10M budget through the solicitation of major gifts, federal and state grants, special events, and corporate and foundation support.

Reporting to and working in close collaboration with the Executive Director, the Director of Development will design and execute on a comprehensive development strategy for Bright Beginnings, Inc. The Director of Development will oversee and execute on both capital campaigns and ongoing fundraising efforts. She or he also will form and manage the Bright Beginnings development team.

### Essential Duties

Reporting to and working in close collaboration with the Executive Director, the Director of Development will design and execute on a comprehensive development strategy for Bright Beginnings, Inc. The Director of Development will oversee and execute on both capital campaigns and ongoing fundraising efforts. She or he also will form and manage the Bright Beginnings development team.

- **Design development strategy:** Work with the management team to identify funds needed, preferred funding targets, and approaches. Develop and execute Bright Beginnings' annual fundraising plan.
- **Manage development team:** Work with the development and communications teams to develop and track proposals and reports for all foundation and corporate fundraising.
- **Fundraising:** Secure financial support from individuals, foundations and corporations. Conduct research, prospecting, and submit applications to multiple donor sources
  - Manage capital campaign, engaging and overseeing capital campaign firms as necessary
  - Oversee ongoing development efforts
  - Oversee organization of special events
- **Build a robust donor base:** Develop and maintain key long-term relationships with donors and prospects. Create and execute a strategy for a large sustained base of annual individual donors. Manage Donor Perfect and oversee staff responsible for data entry and gift processing
- **Communicate and train:** Train and mentor development staff and communicate fundraising goals and progress throughout Bright Beginnings

## Competencies

- **Development/Fundraising:** Proven success in development for a large nonprofit. Experience running capital campaigns and successful fundraising from multiple donor channels
- **Project Leadership:** Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors
- **Entrepreneurial Spirit:** Takes initiative and actively seeks to deepen current donor relationships and to forge new ones
- **Communications:** Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences
- **Influencing:** Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders
- **Collaboration:** Effective at working with others to reach common goals and objectives
- **Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally

## Qualifications

- Bachelor's degree required, Master's preferred
- 5-plus years of professional experience in a nonprofit
- Demonstrated excellence in organizational, managerial, and communication skills

- Demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Strong organizational skills
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside Bright Beginnings
- High energy and passion for Bright Beginnings' mission is essential
- Ability to construct, articulate, and implement annual strategic development plan
- Strong organizational and time management skills with exceptional attention to detail
- Customer focus
- Excellent verbal and written communication skills
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time

To apply, please send cover letter, resume, professional references, and writing samples to: Human Resources at [hr@brightbeginningsinc.org](mailto:hr@brightbeginningsinc.org) .