



Job Description – Director of Development

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

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

Reporting to the Executive Director, and working in close collaboration with the Executive Director and the President of the Board of Directors the Director of Development will design, seek approval of 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. They will also will form and manage the Bright Beginnings development team and external consulting resources. **The Development Director is occasionally required to attend early morning, evening, and weekend meetings and events.**

Principal Responsibilities:

Design development strategy: Work with management and the Development 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 application to multiple donor sources

- Manage capital campaigns, 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. Insure the accuracy of Bright Beginnings' Donor Perfect database. Oversee staff responsible for data entry, including gift processing and donor records.

Communicate and train: Train and mentor development staff and communicate fundraising goals and progress throughout Bright Beginnings to include Board presentations.

Competencies

Development/Fundraising: Proven success in development for a large nonprofit. Experience running capital campaigns and success 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. The ability to convey complex ideas through brief and 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/Coalition Building: 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

Job Requirements

- Bachelor's degree required, Master's preferred
- 5-plus years of professional experience in a nonprofit
- Demonstrated excellence in organizational, managerial, and communication skills
- Donor Perfect
- Demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Track record 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

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