

Development Director

The Development Director works with the CEO to create and execute The Idea Village's revenue plan, donor engagement strategy, and major philanthropic giving plan. Additionally, the Development Director is responsible for coordinating and collecting organization-wide metrics, donor database maintenance, grant management, and relationship management for The Idea Village's core network. The Development Director will work with the CEO and Development Manager to drive strategy and assure that milestones are met in order to achieve annual development goals.

Title: Development Director

Supervising Manager: CEO

Responsibilities:

- Develop and execute annual 2018 fundraising plan including solicitation, follow up, and acknowledgment processes, and impact reporting
- Drive fundraising activity including individual donors, annual giving, sponsorships, and grant solicitations
- Drive engagement with Board Development Committee on strategy to best leverage expertise, agendas for meetings, and reporting
- Manage, package, and sell sponsor assets for NOEW 2018 in conjunction with NOEW Executive Producer
- Maintain and manage relationships with The Idea Village network including corporate partners, individuals, foundations, government organizations, and professional resources by leveraging Idea Village assets (engagement opportunities, events, benefits, invitations, etc) to engage donors across constituent groups
- Manage major donor process including scheduling meetings, follow up, benefits, and acknowledgment
- Work with External Affairs Director and Development Manager on special events for donors and sponsors
- Work with CEO on Board of Directors engagement and giving strategy
- Work with CEO and Development Manager on planning and coordinating Board of Directors meetings
- Oversee list development including event invitations, prospect lists, and individual campaign solicitations
- Oversee collection and reporting on organization-wide metrics
- Oversee donor data entry and expense coding
- Oversee grant development and tracking including budgeting, record keeping, reporting, compliance
- Oversee donor proposal development, commitment letters, acknowledgment, and impact
- Oversee accounting support including collections, pledge reminders, and audit prep
- Oversee Development Manager in execution of their role

Experience/Skills:

Experience

- BA required
- 6+ years of experience in fundraising including database management and strategy development
- Proven track record of success in meeting revenue goals
- Experience in grant and proposal writing preferred
- Demonstrated experience in managing multiple constituent groups

Skills

- Proficient in Microsoft Office Suite and Salesforce
- High volume multi-tasking and strong organizational skills
- Process and task oriented
- Strong professional written and verbal communication skills
- Ability to manage deadlines and timely execution of donor communications
- Ability to cultivate external partners and move them toward gifts

Compensation: Commensurate with experience

Employment Status: Full-time employee with Idea Village benefits

Process: Please submit your resume and cover letter to apply@ideavillage.org with subject line "Development Director."

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