



Title: Director of Development and Resource Engagement
Supervising Manager: CEO

Description: The Director of Development and Resource Engagement works with the CEO to create and execute The Idea Village's revenue plan, develop donor and potential donor relationships, and implement a holistic engagement strategy for all of the organization's critical stakeholders. Additionally, the Director of Development and Resource Engagement is responsible for developing and implementing major fundraising initiatives and leading the organization's efforts to secure individual, institutional and grant based funding sufficient to meet the organization's revenue goals. This person will also oversee and manage organization-wide impact metrics and lead stakeholder database management and record keeping. The Director of Development and Resource Engagement will play a critical role in development and relationship management for The Idea Village's core resource: it's network, and work closely with the CEO to drive strategy and assure that milestones are met in order to achieve annual goals.

Responsibilities:

- Serve as an ambassador for the organization and work to actively develop, activate and manage key stakeholder relationships
- Drive fundraising activity including major donor campaigns, annual giving, corporate sponsorships, and grant solicitations
- Manage, package, and sell sponsor assets for New Orleans Entrepreneur Week (NOEW)
- Manage major donor process including cultivation and initial solicitations, scheduling meetings, proposal development, follow up, explanation of benefits, securing of commitments, and acknowledgment
- Work with The Idea Village team to host regular and special events for high level stakeholders, donors and sponsors
- Serve as a liaison to the organization's Board of Directors to drive consistent engagement with organization and development strategy
- Work with CEO on planning and coordinating Board of Directors meetings
- Oversee and develop stakeholder database to allow the right stakeholders to be matched to the right engagement opportunities quickly and efficiently.
- Coordinate outreach for engagement opportunities.
- Manage list development including event invitations, prospect lists, and individual campaign solicitations
- Oversee collection and reporting on organization-wide impact metrics
- Oversee donor and stakeholder data entry and expense coding
- Identify mission aligned grant opportunities and lead the development of proposals for major institutional, government and philanthropic funders.
- Oversee applicable grant compliance process including tracking, budgeting, record keeping, and reporting

Experience/Skills:

Experience

- BA required
- 6+ years of experience in fundraising including database management and strategy development
- Proven track record of relationship management and successful engagement with high level stakeholders
- Selling experience in a non-profit or for-profit environment demonstrating consistent ability to meet revenue goals
- Experience in grant and proposal writing preferred
- Demonstrated experience in managing multiple constituent groups
- Proven resourcefulness in delivering projects on time and on budget in situations with limited resources

Skills

- Ability to successfully manage types of stakeholders and constituent groups
- Exceptional communication and writing skills
- Proficient in building technology enabled processes using tools such as Google Suite, Salesforce, and Slack
- High volume multi-tasking and strong organizational skills
- Ability to execute including managing deadlines and timely execution of donor communications
- Ability to independently cultivate external partners and move them toward gifts
- Passion for start-ups and driving economic development in New Orleans

Compensation: Commensurate with experience

Employment Status: Will Consider Contractor Proposals or Full-time employee with The Idea Village benefits

Process: Please submit your resume and cover letter via our online form:

<https://cloud4good.tfaforms.net/366825>

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