

Title: Development Director

Department: Administration

Reports To: Executive Director

FLSA Status: Full-time, Exempt



Job Summary:

The Justice for Our Neighbors Michigan (JFON-MI) Development Director collaborates with the Executive Director to create effective strategies to accomplish fund development goals. The Development Director implements the organization's work plans to raise donated revenue through individual giving, major gifts, grants and limited special events. This position works closely with the Development Committee to actively engage members of the Board of Directors in fundraising tasks.

Essential Job Functions:

1. Develops strategic plans and organizational goals for all fundraising activities in conjunction with the Executive Director.
2. Oversees gift processing protocols to ensure all gifts are acknowledged and accurately tracked in the donor management system by source and purpose.
3. Provides regular reports of fundraising data and ensures their accuracy.
4. Educates and motivates board, staff and volunteers to engage in fund development activities using proven fundraising best practices.
5. Identifies, cultivates and solicits major gift prospects and involves board members and volunteers in those processes.
6. Monitors and analyzes fundraising data to evaluate performance and adjust strategies as needed.
7. Develops systems and manages resources needed for fundraising plans, including the development department budget.
8. Ensures that the organization's established fundraising policies and procedures are met.
9. Facilitates donor gifts of assets and planned gifts.
10. Maintains database resource files on top donor prospects and community leaders and uses them to build relationships.
11. Develops strategies to increase volunteer involvement in fundraising activities.
12. Helps prepare JFON-MI's Annual Report and the accurate listing of donor gifts.
13. Provides leadership of donor cultivation and community awareness events.
14. Develops donor communication plans and materials to ensure a clear, urgent and compelling case for support.
15. Helps evaluate potential capital campaign opportunities.
16. Helps evaluate the potential establishment of an endowment fund.

17. Supervises workflow and ensures that employees and volunteers understand their delegated tasks
18. All other related duties as assigned by the Executive Director

Key Qualifications:

- Five or more years of professional experience with fundraising for a nonprofit organization required
- Bachelor's degree in a related field or equivalent required
- CFRE or equivalent preferred
- Advanced knowledge of major gifts, direct mail, special events, stewardship and fund development best practices
- Proven written and oral communication skills
- Ability to relate to top community leaders and diverse groups of people from all social and economic backgrounds
- Ability to write compelling solicitation letters and messages
- Preferred knowledge of the Kindful donor database system
- Experience securing gifts at the \$10,000 level and above.

Other Qualifications:

General knowledge of immigration is preferred. Applicants must have proven organizational and time managements skills, a comprehensive understanding of current best practices in fundraising strategies and a high degree of attention to detail. Applicants must have the ability to multi-task, think creatively, set priorities, work collaboratively under pressure and meet deadlines. Occasional evening or weekend hours will be expected on an as-needed basis. Occasional travel within Michigan may be required.

Wages and Benefits:

Salary range is \$65,000 to \$70,000 a year based on experience and history of proven results. Health, dental, vision, life, short- & long-term disability insurances, employee wellness plan, Simple IRA, paid time off and paid holidays are included.

Physical/Mental Demands Required:

Primarily sedentary work requiring the ability to lift/carry a maximum of 25 pounds; physical requirements include frequent bending, standing, and walking; the continuous ability for speech communication and hearing in order to communicate with other JFON-MI employees and the public, vision for reading, recording and interpreting information, and ability to sit for long hours at a time. Mental demands require the continuous ability for both oral and written communication; frequent problem-solving and concentration; and occasional analytical ability and creativity. Frequent hand/eye coordination to operate a personal computer and office equipment.

Justice for Our Neighbors - Equal Employment Opportunity Policy:

JFON-MI shall follow the spirit and intent of all applicable federal, state and local employment laws and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of JFON-MI will not discriminate against any employee or applicant in a manner that violates the law. JFON-MI is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, height, weight, political affiliation, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. JFON-MI's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply:

Submit your resume and cover letter by emailing admin@jfonmi.org with "Development Director" in the subject line.