

Operation Fresh Start

Job Description

POSITION: DEVELOPMENT DIRECTOR

REPORTS TO: EXECUTIVE DIRECTOR

The Development Director is responsible for all fundraising initiatives and activities of the organization. He/she is directly responsible for the implementation of the annual giving plan including cultivating and maintaining relationships with new and existing donors and supporters, expanding a Major Gifts Program, establishing planned giving, developing and implementing communication pieces and systems. The Director is also responsible for developing and managing special events. As a member of the senior management team, the Development Director participates in strategic planning and budgeting initiatives in addition to problem solving. He/she works within the guidelines, policies and mission of the organization and is accountable and responsible for specific projects as assigned.

Operation Fresh Start, having recently completed a \$4.5 Million Capital Campaign is positioned to engage donors in the next step of partnership towards sustaining contributions enabling the organization to double the number of youth engaged in programming. From an office with a wonderful view in our amazing new building, this position will lead efforts to transition Capital donors into annual supporters, develop a 50th Anniversary philanthropy goal and establish events to support donor recognition and cultivation. This positions supervises a part-time Development Assistant.

RESPONSIBILITIES AND DUTIES

The following duties are typically expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Annual giving

- Responsible for the development, implementation, management, and evaluation of all activities related to individual giving
- Responsible for the execution of a Major Gifts Program, including research, identification of potential donors, developing the case for giving and developing and maintaining relationships
- Remain current on all legislation and ethical practices pertaining to fundraising
- Responsible for the supervision and management of the fundraising database and ensuring the timely distribution of tax receipts
- Compile, maintain and report on the Annual Giving Campaign statistics including per donor gift, churn rate, participation etc.
- Analyze trends in the Annual Giving Campaign, identifying opportunities and challenges and developing strategies to ensure goals are met
- Assist in the identification of annual donors with capacity to make major gifts
- Develop and maintain a portfolio of annual fund prospects

2. Foundations, corporate and service club funding

- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs and other similar funds

- Develop and shepherd relationships leading to partnerships for long term support of OFS programming.

3. Special Events

- Manage annual fund raising events
- Provide leadership and direction for volunteers and partners working on Special Events
- Liaise with and support third party fundraising initiatives
- Maintain relationships with volunteers in support of fundraising efforts

4. Communications, Marketing and Messaging

- Develop Operation Fresh Start marketing materials
- Develop print pieces, signage, and outreach documents that reflect the organization's mission and market
- Maintain social media including Facebook, Twitter, LinkedIn, Instagram, , e-newsletter and other social media components

5. 50th Anniversary Development Opportunity (2020 – 2021)

- Develop materials, theme, and plan for a successful 50th Anniversary
- In concert with a volunteer committee, develop campaign profile, identify significant resource opportunities and engage the community.
- Ask for donations
- Successfully lead organization in the execution of a 50th Anniversary through direct interaction and coordination with volunteers, Development Committee, Board and staff

KNOWLEDGE, ABILITIES AND SKILLS

- Effective oral and written communication skills
- Strong interpersonal skills, the ability to supervise and motivate volunteers and staff
- Sound computer skills including word processing and database management
- Ability to work flexible hours
- Significant experience in nonprofit development, campaign management and/or branding and communications
- Experience in building relationships with new and existing donors
- A solid understanding of philanthropic practices
- Proven, quantifiable success in major gifts, online fundraising
- Demonstrated experience maintaining donor databases

QUALIFICATIONS

- Three years of experience in a mid-level or higher development/fundraising and/or communications position
- Access to a vehicle
- CFRE certification is an asset

To be considered for this position please email you resume and cover letter to mgleason@operationfreshstart.org by Monday, February 18, 2019, at 5:00 p.m.