

# **JOB DESCRIPTION**

## **DEVELOPMENT DIRECTOR**

**Salary range:** \$85,000 - \$100,000

Guadalupe Center seeks a seasoned development professional to join its experienced and successful fundraising team.

### **Job Summary**

The Development Director works as part of a management/board structure focused on fundraising, proper financial practices, financial security for the organization, and the provision of excellent education for students of less advantaged, often non-English speakers. Our students are children aged birth-Grade 6, and Adult Education students learning English as a Second language in order to support their families and advance in our community.

### **Duties**

- Responsible for meeting the annual private fundraising goal of the organization,
- Responsible for managing the filing and securing of private and government grants (Federal, state, and local) related to operations, as requested by management.
- Manages a staff of two professionals.
- Responsible for assuring that all gifts are accurately recorded in the organization's donor database and that receipts and donor thanks are timely issued.
- Responsible for creating and executing creative development campaigns and events, including but not limited to donor communications, annual appeals to individuals, annual gala events, events designed to attract more and younger donors to secure Guadalupe's future, and projects increasingly focused on connecting with donors digitally.
- Identifies and works with potential volunteer groups from corporations, churches, social clubs and other organizations so that meaningful volunteer projects are created and executed, with an expectation that volunteers turn into Guadalupe donors over time.
- Works with Board Membership Chair and others to recruit and train new Board members and to engage them fully in Guadalupe board experience.
- Attend monthly Operating Committee and Board meetings; attend and assist with Board retreat events upon request; attend regularly scheduled staff meetings called by Executive Director and attended by Program Directors, financial management, and building management.
- Conduct regular staff meetings to keep Development staff informed so that they can be accurate and informative to donors about Guadalupe operations and achievement of milestones

### **Responsibilities**

- Possess and build on your working familiarity with major Utah foundations and corporations capable of supporting Guadalupe's programs with funding so that exiting donor relationships are maintained/fostered and new donors are identified and approached.
  - The annual fundraising budget responsibility to raise is \$1.0 million plus.
- Possess and utilize interpersonal skills allowing you to connect with others and effectively engage interest in Guadalupe as a worthy recipient of individual, corporate and foundation philanthropy.
- Be able to craft and manage timelines so that grants are accurately prepared, filed, and reported on.
- Accept initial training on Guadalupe's programs, history, clients served, budget needs, and past fundraising successes and challenges. Once trained, remain current on organizational developments by building and maintaining trusting relationships with program directors and other management.
- Be capable of effective research to identify new funding opportunities for Guadalupe in both the private and public realms, bringing them to management's attention with a concise summary of the funding range, grant focus, timing, and competition.
- Develop and maintain excellent working understanding of all Guadalupe programs and be able to describe the program succinctly in words and writing, focusing on results, challenges, and plans for the future.
- Maintain accurate and complete files on all pending, completed, successful and non-successful projects and be capable of regularly keeping management informed about responses, pending grants, results achieved, and challenges so that support can be offered.
- Conduct all fundraising with highest ethics.
- Maintain excellent donor stewardship so that donors, board members, and volunteers feel appreciated, informed, and welcomed by Guadalupe.
- Create and execute meaningful volunteer opportunities for community members and groups.

- Create and bear ultimate responsibility for the success of special events, annual appeals, and other private fundraising work, in concert with fellow Development staff, Board members, and community volunteers.
- Manage the Development staff with professionalism and a commitment to their individual progression in the field and satisfaction in their positions.

### **Qualifications**

- Bachelor's degree required; advanced degree preferred.
- Passion about Guadalupe's mission of transforming lives through education required.
- Excellent writing skills. Writing samples, as well as examples of complex writing projects completed, will be required of all interviewees.
- Clear and convincing verbal skills and comfort speaking before groups.
- Must be dedicated to accuracy and able to effectively review work product so that grants are accurate, compelling, and filed timely.
- Must be comfortable working on deadline and with complex, multi-part documents.
- 6+ years of grant and proposal writing experience required
- 6+ years of experience in relating to and supporting activities of community board members and direct donor relations
- Willingness to work as part of a team and assist others in Development needed.
- Familiarity with Raisers Edge
- Digital skills related to fundraising highly valued, including the capacity to effectively use social media accounts and organization website for fundraising
- Demonstrated experience in managing special events involving 250 or more guests

**Hours:** 40 hours per week, exempt from over time

**Benefits:** Medical, dental, vision, HSA, life, 401k and match.