



Development Director

Position Summary

The Development Director is responsible for the leadership, management, and execution of Vera Court's emerging fundraising program, donor communications, special events and friend raising. The Director plans, implements and monitors the individual giving program through direct mail and e-solicitations and a new focus on face-to-face giving. Increasing corporate contributions and foundation gifts through cultivation, grant writing and stewardship is also a priority. As the organization plans a future capital campaign, growth of the Annual Fund and cultivation of donors is a key priority. The Development Director reports to the Executive Director and is a member of the Leadership Team.

Primary Responsibilities

Leadership and Management

- Design, manage, implement, and evaluate the annual fund program by strategically integrating various fundraising channels: direct mail, email, telephone and social media with appropriate cultivation, solicitation, and stewardship strategies. Develop new strategies for growth and donor retention.
- Serve as a member of the leadership team, building strategic connections across the organization and providing leadership to help achieve the organization's mission, strategic plan and financial goals.
- Support the Board in developing a culture of philanthropy and in becoming engaged in fundraising activities based on their interests and abilities.

Donor Communications

- Write donor solicitations and communications collateral, including annual reports, newsletters, website content, donor updates, direct mail, major donor proposals, invitations, and acknowledgement letters.
- Manage website and social media strategies and content.

Individual Giving

- Manage a portfolio of major donor prospects including identification, cultivation, solicitation and stewardship.
- Support the Executive Director on major donor cultivation and solicitation, movement management and portfolio management.





Grants and Sponsorships (foundation and corporation)

- Cultivate and steward foundation and corporation relationships.
- Research new grant and sponsorship opportunities, write grant proposals with input and participation of program staff. Write sponsorship requests.
- Coordinate grant reporting and data collection with program staff to ensure all objectives and outcomes are met.

Supervision, Monitoring, and Administration

- Supervise Fund Development Assistant
- Oversee gift entry and database management ensuring compliance and database hygiene
- Monitor grant compliance/spending in partnership with Accountant on regular basis.
- Analyze and interpret fundraising reports to monitor progress toward goals and course correct as necessary

Qualifications

- Three years progressively responsible fundraising experience, with Annual Fund experience preferred
- Proven experience building and maintaining relationships with donors and stakeholders
- Experience growing an annual donor based and major gift pipeline
- Successful grant research and grant writing experience required
- Proven emotional story telling and persuasive writing skills
- Proven experience in development CRM, preferably Little Green Light
- Ability to demonstrate and continually develop cultural competencies
- Strong organizational skills and ability to manage multiple priorities
- Supervisory experience preferred
- Knowledge of the principles and ethics of fundraising and emerging trends with the fund development profession.

Salaried, exempt position. Some evening and weekend work required

Hours: This is a full-time position, with occasional commitments during weekend and evening hours.

All applications must include a resume, cover letter and writing sample. Please send application materials to richardj@veracourt.org





Writing Sample (Needed to Apply)

Writing sample should be an example of writing completed by the applicant, including but not limited to a grant proposal, a fundraising letter, an academic writing example, or a written publication.

Application Deadline: Friday, February 10th 2023

Job Type: Full-time

Salary: \$55,000.00 - \$65,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- Fundraising: 1 year (Preferred)

Work Location: Multiple Locations

