



Director of Development

The Director of Development oversees North Light Community Center's day-to-day operations of the development program and is responsible for developing and implementing a comprehensive and strategic fundraising plan, including annual giving, grant writing and grants management, major gifts, and database management. The Development Director will also be responsible for oversight of the communications and marketing strategy for the organization. This position reports directly to the Executive Director and manages the Marketing & Events Consultant.

Organizational Overview

Founded in 1936 as a drop-in center to divert community youth from delinquency and petty crime, North Light Community Center has continually evolved in response to changing community needs. North Light seeks to empower people of all ages and abilities in our communities, especially those most in need, to reach their fullest potential as productive and responsible citizens through initiatives that support and enrich children, teens, and families.

Today, NL is a place where children learn and play in a safe and nurturing environment, teens learn life and career skills to realize their full potential, and families receive critical assistance. Programs include a state-licensed childcare facility with year-round school-age programs, emergency and family supports, college and career readiness for teens, workforce development training for young adults, arts and recreation, and access to technology. NL's mission is to empower people of all ages and abilities in our communities, especially those most in need, to reach their full potential as productive and responsible citizens through initiatives that support and enrich children, teens, and families.

Responsibilities

Fundraising & Development

- Design and implement a comprehensive fundraising strategy that includes the annual fund plan; federal, state and city grants, foundation and corporate gifts; special events and planned giving.
- Research and identify potential funds for childcare, teen services, emergency services and workforce development programming.
- Manage the development of proposals to private foundations and government funding sources including maintaining a grants tracking system. This process includes researching new sources of funding and planning and executing the response process including writing, editing, packaging and submitting proposals. Ensure timely grant reporting and correspondence.
- In coordination with Executive Director, solicit and manage a portfolio of major donors and prospects.
- Provide support to fundraising events staff for solicitation of sponsorships and other donations for events.
- Develop strategies for current fundraising events; oversee the events staff and committee.



Information Management

- Manage donor database providing the organizational structure to ensure a high level of quality relationship management of supporters. Ensure accurate data entry and record keeping for tracking, monitoring and evaluating fundraising efforts.
- Produce and analyze monthly development reports; provide relevant reports for Board meetings.

Communications

- Manage direct mail and e-mail solicitations, including messaging and distribution.
- Oversee social media strategy and messaging focused on Facebook and Instagram.
- Oversee design and content strategy for marketing pieces for the organization; in partnership with program staff, ensure marketing materials are up-to-date and relevant for each program.
- Ability to present, inform and motivate individuals and groups about North Light's mission.
- Work with staff and consultants to ensure strong communications across all program areas to strengthen the organization's overall effectiveness.
- Collaborate with staff and consultants to gather stories and statistics that demonstrate the organization's work to grantees and donors.
- Represent the organization at public events, conferences, workshops, and media events.

Qualifications

- Bachelor's Degree required, advanced degree preferred.
- Minimum three years of work experience in charitable fund development.
- Understanding of and commitment to North Light's mission and role in the community.
- Strong knowledge of principles, ethics and practices of successful fundraising.
- Knowledge of local and national philanthropic communities.
- Demonstrated success in securing major gifts, meeting annual fund goals, development management, grant writing, securing sponsorships, and managing special events.
- Excellent written and communication skills; demonstrated success in writing and managing grants for private foundation and government grants.
- Thorough, organized and detail-oriented approach to work. Ability to manage and coordinate multiple projects and pay close attention to deadlines.
- Ability to take direction but also make decisions and solve problems independently, as effectively and creatively as appropriate.
- Excellent interpersonal and relationship building skills to effectively work with diverse individuals (colleagues, board members, volunteers and donors), both one-to-one as well as in group settings.
- Ability to be flexible & creative in responding to new challenges.
- Willingness to work as a team member to accomplish overarching organizational goals.
- Goal-oriented, persistent and persuasive in initiation, follow-through and acquisition of donations.



- Understand the confidential nature of fundraising efforts and handling donor information. Ability to maintain confidences.
- Strong computer skills with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and electronic donor tracking systems, preferably DonorPerfect.
- Ability to lift 40 pounds and stand or walk for extended periods of time.

Salary & Benefits

The salary range for this position is \$42,000-\$50,000 commensurate with experience. North Light Community Center offers salaried employees with a competitive benefits program including the following:

- Medical and Dental Insurance is available to employees on a 40% co-pay basis (North Light covers 60% of premium).
- North Light Community Center pays 100% of the cost of Long Term Disability & Group Life Insurance Policies and makes a quarterly employer contribution to a Defined Contribution Retirement Plan.
- Two weeks paid vacation initially, 18 paid holidays.

Equal Opportunity Employer

North Light community Center is an equal opportunity employer and complies with all laws prohibiting discrimination based on race, religious creed, color, sex, age, national origin, ancestry, sexual orientation, disability, or any other legally protected status.

How to Apply

Please submit a cover letter and resume to kwieder@northlightcommunitycenter.org.