

## Job Posting

August 6, 2019

### POSITION

Director of Fundraising and Development

### EMPLOYMENT TYPE

Regular FT – 35 hours/week

### SALARY

\$90,000 – \$110,000, Annually

### REPORTS TO

VP Community Affairs

Rise with us! Be part of a growing organization whose mission is to unleash the potential of communities to thrive, no matter the odds. RiseBoro Community Partnership is currently seeking a Director of Fundraising and Development to oversee our donor relations program and manage our fundraising activities. The successful candidate will be responsible for developing our non-profit's fundraising campaigns, communicating with current and prospective donors, building and managing a strong development team, and telling our story of comprehensive impact in new and compelling ways to attract resources to our mission. This position involves identifying and responding to RFPs and other funding opportunities, pursuing individual and corporate gifts, and managing planned and annual giving campaigns. If you have a strong background in non-profit fundraising and development, with a passion for empowering people to end the cycle of poverty, we encourage you to apply.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director of Fundraising and Development's primary responsibility is to maximize funding opportunities for RiseBoro. Essential responsibilities will include: working with RiseBoro's Community Affairs team to develop corporate partnerships, organize fundraising events and appeals, and secure grant income from trusts, foundations, philanthropic donors, private firms and other statutory bodies. In addition, the Director will work closely with RiseBoro staff to identify areas of divisional, departmental and organizational need; organize and track RiseBoro's government grants initiatives; identify new governmental and non-governmental funding opportunities; plan special events in coordination with the marketing team; create and maintain a donor database; develop relationships with major donors; identify new potential major donors and nurture relationships; work closely with the Community Affairs team and senior leadership to increase efficiency in the grants application process; meet donation targets by approaching members of the public ('community fundraising'), high value donors, companies, board members, and supporters; prepare annual income and expenditure fundraising budgets for approval; record, monitor and report financial progress; update databases, prepare reports and track fundraising activities; network with local, regional, state and national agencies, educational institutions, nonprofit organizations, and private sector business interests for organizational development; recruit and manage volunteers for fundraising projects; provide support to existing programs on writing of RFPs and participation in development of new cross-program initiatives; work with the RFP Committee and programmatic representatives to deliberate novel ideas and incubate new initiatives; other duties as assigned.

### COMPETENCIES

- A minimum of 5 years' experience with organizational development and fundraising
- Excellent interpersonal, verbal and written communication skills
- Established foundation and philanthropic relationships
- Successful grant writing track record



- Research skills and attention to detail
- Resilience and flexibility
- Creative problem solver with a commitment to innovation

## **EDUCATION**

Bachelor's degree required; Post Graduate degree preferred

Send resume and cover letter to [development@riseboro.org](mailto:development@riseboro.org)