



Position Title: Development Director, Full Time, Exempt M-F (occasional nights/weekends)  
Full Time, Exempt M-F (rare nights and weekends)

**Summary:**

The Director of Development is a key position within the Needy Fund. We are seeking a dynamic, creative, and experienced individual to join our team! You will lead Needy Fund's revenue growth and donor development efforts while overseeing fundraising initiatives and related activities. You will help foster stronger relationships with donors, community members, and stakeholder agencies to achieve short- and long-term fundraising goals. The ideal candidate is a strategic planner, adept at building trust-based relationships, has strong ties to the Cape & Islands and a passion for the mission of the Needy Fund. This is a great opportunity to make a measurable difference in the lives of our neighbors right here on the Cape & Islands!

**Essential Functions:**

- Develop and execute fundraising and development strategies in collaboration with the CEO.
- Retain and expand donor support, including planned giving and major gifts, through personalized communications and in-person meetings and events.
- Manage grants, applications, and reporting, cultivating a robust pipeline of grant opportunities.
- Identify and cultivate individual, business, and foundation donors, driving annual increases in donations.
- Develop and implement digital fundraising strategies, leveraging website, social media, and external platforms.
- Standardize fundraising materials and improve documentation processes.
- Maintain donor database and supervise gift processing and social media efforts.
- Strengthen Board fundraising capacity.
- Be clear on nonprofit financial compliance requirements and have a thorough understanding of both grant and organizational budgets.
- Represent the organization at community events in collaboration with staff or board members.

**Desired Skills:**

- Strong relationship builder and team player, comfortable with fundraising asks and securing major gifts.
- Experience working with donors and foundations.
- Knowledge of fundraising principles and best practices.
- Effective time and project management skills, with exceptional writing and presentation abilities.
- Familiarity with online fundraising, email marketing, prospect research, and planned giving.



- **Competencies:**
  - **Ethics, Values, Diversity & Belonging:** ensure the Needy Fund’s core values and beliefs are applied to all circumstances, encourage and action an inclusive mindset and demonstrate a commitment to racial equity, diversity, and inclusion.
  - **Integrity:** remain honest, trustworthy, and transparent in all activities; keep confidences and take ownership of work.
  - **Critical Thinking & Problem Solving:** be resourceful and use sound judgment to analyze issues and identify problems and work toward solutions; work under the mindset “everything is figure-out-able.” Be unafraid to ask for help when needed.
  - **Adaptability:** respond quickly and well to change and manage competing demands effectively.
  - **Sense of humor:**

**Education and Requirements:**

- Bachelor's degree preferred, extensive experience considered.
- Must reside on Cape Cod, Nantucket or Martha’s Vineyard. Must understand the unique donor landscape and demonstrate a track record of building relationships with donors in the region.
- Must possess excellent communication and listening skills.
- Must be comfortable coming into and working in an office environment.
- Proficient in Microsoft Office, Google Suites, email marketing, social media marketing, and databases.
- Previous management experience preferred.
- Minimum 5 years of successful grant writing and research, securing major grants.
- 5+ years of fundraising experience, achieving revenue targets.

Competitive compensation package based on experience. Benefits include Mass Core retirement plan with ER contribution, medical and dental coverage (70%ER/30%EE) for individual employees, generous paid time off, a flexible schedule, and a supportive team environment.

How to apply: Please email resume and cover letter with salary range to [executivedirector@needyfund.org](mailto:executivedirector@needyfund.org). Expected start date: November 2023. If your work experience and qualifications best match the position, you will be contacted for an interview. Please no phone calls. The Cape Cod Times Needy Fund is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to providing employees with a work environment free of discrimination and harassment. All employment decisions at the Needy Fund are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other characteristic protected by law. The Needy Fund will not tolerate discrimination or harassment based on any of these characteristics.