



Job Description

Position Title: Development Director

Reports To: CEO

FLSA Status: Full Time, Exempt, occasional nights/weekends

SUMMARY

The Development Director provides direction to the Needy Fund's overall efforts to engage the support of the community and local businesses to fulfill its mission. This role will advance organizational growth and donor development while expanding fundraising initiatives, community engagement, and assisting with related marketing initiatives. In addition, activity will center around building, fostering and deepening relationships with donors and community members, community organizations, and stakeholder agencies to advance the Needy Fund mission with the objective of achieving short- and long- term fundraising goals. The ideal candidate excels at building and maintaining trust-based relationships, loves to plan, thinks and acts strategically, has excellent written and speaking skills, stays on top of the details while holding the big picture, and motivates others. We are looking for a long term team member with strong ties to the area who has a passion for the Needy Fund's work to improve the lives of our neighbors right here on the Cape & Islands.

Essential Functions:

- In collaboration with CEO, develop and oversee all fundraising initiatives and create and implement annual fundraising and development plans.
- Steward and retain existing donors and increase giving levels where possible, including with planned giving.
- Cultivate and steward donors through in-person visits, personalized correspondence, special events, and timely acknowledgements.
- Manage grants and grant calendar, including grant applications and reporting, and identify, cultivate, and grow a robust pipeline of grant opportunities.
- Identify prospective individual, business, and foundation donors and cultivate and nurture these relationships with the primary focus to grow fundraising through annual increases in donor retention, reactivation rates, number of new donors, and increased individual donor revenue.
- Develop and implement a giving strategy for digital fundraising programs and campaigns, increase online donations via the website, social media platforms, and external platforms.
- Improve documentation process, procedures, and policies for fundraising, including standardizing templates and language of all fundraising-related materials.
- In collaboration with direct mail consultant, maintain ongoing communications with existing donors and develop strategies to identify new donors through the creation of targeted direct mail appeals.
- Develop and manage Board fundraising capacity.
- Supervise outside fundraising contractors, volunteers, and staff responsible for gift processing and social media.
- Assure maintenance of agency-wide donor records and the acknowledgement process.
- Expand and improve upon effective use of donor database (Little Green Light).
- Maintain confidentiality on all levels.
- In collaboration with CEO and Board, attend/present at local organizations and events.



Desired Skills

- Strong personal engagement skills, team player and relationship builder comfortable making “the ask.”
- Experience working with high-net worth donors and foundation representatives.
- Strong commitment to racial equity, diversity, and inclusion in values and practices.
- Applied understanding of basic fundraising principles and development best practices.
- Effective time and project management skills, including the ability to manage multiple projects simultaneously and meet deadlines.
- Exceptional writing skills and ability to translate impact into compelling and concise language for grants and cases for support.
- Strong editing and proofreading skills and ability to customize materials to the audience as needed.
- Strong communication and presentation skills.
- Familiarity with fundraising material development and social media communications.
- Experience with online fundraising, email marketing, prospect research, annual appeals and campaigns, and planned giving.
- Financial acumen, budget management and monitoring.

Education and Experience Requirements

- Bachelor’s degree required. Consideration will be given to candidates with extensive experience and/or training qualifications.
- Strong ties to the Cape & Islands community with a proven track record of existing relationships and building of relationships with business, foundation, and individual donors.
- Computer proficiency, including knowledge of Microsoft Office and Google Suites, email marketing programs, and databases.
- Previous management experience preferred.
- A minimum of 5 years of grant writing and research with proven history of writing and receiving major grants (\$50,000+).
- 5+ years of fundraising experience including corporate and individual donor research, cultivation, and solicitation with a proven track record of achieving revenue targets.

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

How to apply: Please email resume and cover letter with salary range to executivedirector@needyfund.org by August 31, 2023. Expected start date: October 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 we prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.