

POSITION SUMMARY: PART TIME DEVELOPMENT CONSULTANT (DIRECTOR)

Falmouth MA 501(c)(3) community organization providing direct services to people experiencing homelessness seeks to engage a part time (approximately half time) Development Consultant (Director). Interested persons or organization are invited to inquire or apply through this site. Interested persons or organizations should contact cao.bteo@gmail.com for more information.

The Fund Development Consultant position will:

1. Strategize and lead a MM Capital Campaign to fund the purchase of a transitional house for adults experiencing homelessness in Falmouth.
 - Provide leadership and processes for a successful capital campaign.
 - Work with BTEO leadership and volunteer leadership to implement campaign plan:
2. Strategize, Lead and Manage Annual Events
 - Provide leadership and processes for a sustainable mission advancement campaign that operational support through a mix of appeals, grants and events.
 - Work with the organization leadership and volunteer leadership to implement the campaign.
3. Maintain communication with the organization and key volunteer leaders when off-site through regular phone and email communications. Be accessible and responsive to the organization.
4. Introduce a level of professionalism, confidence and energy to the organization that will have a positive impact on the initiative as well as the mission of the organization.
5. Conduct Development Assessments to determine the health of the organization's development program

QUALIFICATIONS Representative knowledge, skills, and/or abilities required:

- Bachelor's degree and 5+ years of related fund development experience, or equivalent combination of applicable advanced degree and experience
- Able to interact effectively with the organization executive staff and key constituents
- Excellent communication skills with specific emphasis in the areas of listening, writing, presenting and verbal skills
- Responsible for establishing a strong working relationship with the organization
- Consistently drives the project forward to meet and exceed expectations, reaching project milestones and overarching project timelines
- Proactive approach to all duties and responsibilities
- Strong analytical, critical-thinking and problem-solving skills
- Ability to demonstrate efficient time management and prioritize workload
- Ability to demonstrate an understanding of the particular needs of nonprofits
- Ability to lead people and get results through others
- Positive attitude
- Ability to take direction and be a team player
- Familiarity with industry-standard presentation and analytical software, ability to learn new digital tools
- Ability to work independently from a home office