



JOB DESCRIPTION

Job Title: Director of Development

Part/Full-Time: Full-Time

Job Reports to (title): Executive Director

FLSA (Exempt/Non-Exempt): Exempt

Date Issued/Revised: October 2023

Location: Hybrid Office/Community/Remote/Travel

PURPOSE OF JOB

Maintain and augment funding from local, federal and state agencies, private foundations, and public corporations to help fiscally execute Cherry Hill Strong's mission. Advocate in the community to make a sustainable impact in the revitalization of the Cherry Hill community.

ESSENTIAL FUNCTIONS

Donor Engagement & Relations

- Cultivate relationships with the people and organizations necessary to secure philanthropic support that will help to fuel self-determined transformation in Baltimore's historic Cherry Hill community.
- Find and engage donors with aligned values and a commitment to supporting the holistic community-led transformation of the Cherry Hill neighborhood.
- Develop and execute effective donor communications and marketing materials. This involves developing a compelling message that resonates with potential donors, creating donor recognition programs, and crafting targeted appeals that drive donations.
- Create and manage ongoing organizational communications, including annual reports, social media, web communications and more, collaborating with management team.
- Coordinate tours, events and/or site visits with donors.

Grant Management/Analysis

- Prioritize grant applications and collaborate with leadership, staff and other subject matter experts to ensure alignment of funding opportunities with strategic priorities.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed. This involves tracking donor engagement and retention rates, analyzing revenue streams, and making data-driven decisions that help the organization achieve its fundraising goals.
- Oversee and manage fundraising databases and tracking systems to monitor donor engagement and retention rates, analyze revenue streams, and make data-driven decisions toward the organization's fundraising goals.
- Create and maintain a grant tracking system to ensure timely and correct execution of all grant agreements.

Fundraising & Development Support

- Work closely with the Board of Directors, Executive Director and Finance Committee to develop and present fundraising strategies and goals that align with the organization's mission and values, including communication, special events, public relations, and donor engagement.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Direct capital campaigns and other major fundraising drives.

- Write high-quality, well-positioned funding proposals and project manage all aspects of the pre- and post-award proposal and report writing process (Letters of Inquiry, abstracts, concept papers, and acknowledgement letters and other funder required documents).

QUALIFICATIONS

Technical Qualifications:

- Minimum of 5-7 years of experience in non-profit fund development preferred
- Bachelor's degree in a related field: business, project management, finance, marketing, communications, etc. strongly preferred
- Resident of or similar connection to, and knowledge of, the Cherry Hill community
- Experience in working with CRM software (ex. Salesforce) and familiarity with email marketing software (ex. Constant Contact, EZtexting, etc.) and Google Analytics.
- Prior experience in the administration of grants and contracts for development projects.

Knowledge, Skills and Abilities:

- Excellent written and oral communication skills.
- Financial development experience preferred
- Passion for the mission of Cherry Hill Strong and commitment to living out anti-racist values.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Strong research, analysis, problem solving, interpersonal and communication skills required.

PHYSICAL DEMANDS

- Work is performed both indoors and in outdoors or ambient air temperature working conditions
- Speaking, hearing, and understanding English
- Sitting, standing, bending, twisting, reaching and lifting up to 20 lbs. may be normal in completing job duties
- Requires the ability to use computers and other office equipment; use of hands and fingers to manipulate
- Incumbent may be in one place or move from place to place for extended periods; travel required
- Specific vision abilities include close, distance, and color vision, depth perception, and ability to adjust focus

Employees with a disability may request a reasonable accommodation that would enable them to perform the essential functions of the job. The company will engage in an interactive process with the employee and attempt to find a mutually workable solution.

The above elements are intended only to summarize the general nature of the job and are not intended to be an all-inclusive description of the job or list of duties. Specific duties and responsibilities may vary by position or department and may change over time as business needs dictate.