

## DIRECTOR OF DEVELOPMENT

The Director of Development solicits fundraising for the Children's Burn Foundation, including corporate and major gifts. The Director also manages the signature annual fundraising event, Giving New Hope Benefit. The Director of Development serves as an ambassador for the organization to advance the organization's position and drive broader awareness and support for our mission. The Director is a dynamic person with a great spirit, a positive attitude, and excellent skills who can contribute to a solid and energetic team. They maintain solicitation and grant writing to foundations, corporations, and high net-worth individuals. The Foundation is led by a Board of Trustees and the Council, an auxiliary group of women community leaders who spearhead the Giving New Hope gala and engage in community events throughout the year with the support of the Director of Development.

### **Reporting Relationship:**

Reports to the Executive Director

### **Supervising Relationships:**

Development & Event Manager

### **Responsibilities:**

- Develops and implements a comprehensive development plan for the organization, including plans for annual giving, foundation and corporate support, and individual major and planned gifts, which represent 60% of the organization's income. Establishes and drives performance metrics and donor prospects
- Works with the Executive Director, board and volunteers and others within the organization to identify linkage, ability, and interest of major gift prospects for their solicitation in alignment with the organization's priorities. Supports the Executive Director and board of trustees in their major gift work. Works closely with other organization's supporters to identify prospects and existing donors with capacity and attachment
- Lead the development and growth of our signature annual fundraising event, Giving New Hope benefit. Seven hundred people attend this yearly event, which grosses over \$1.6M through ticket/table sales, live auction, silent auction, appeal, and the oversight of the production company. This event is put on in partnership with the Council, and the Director of Development will have final responsibility for all aspects of the event preparation, media, communications, production, and analysis for efficiency and best practices
- Builds a portfolio of donor prospects for major, corporate and planned gifts. Meeting specific activity, request, and fundraising and partners with staff and volunteers in identification, advocacy, introduction, cultivation, and solicitation toward securing major gift support
- Develops case for support documents, collateral and other request materials and recognition for donors of all sizes. Ensures proper stewardship practices for the timely and accurate recording and acknowledgement of all gifts
- Develop and implement all special fundraising events and Council events with the support of Council and Board leadership and CBF team
- Develop and implement a plan to increase corporate fundraising with the Executive Director
- Act as a strategic partner to the Executive Director representing the Foundation and providing stewardship to high-level volunteers, major donors, community, and board members, including outreach and promotion of the Foundation through board fundraising initiatives, planned giving, annual giving, corporate and foundation relations
- Implement and oversee strategic use of Raiser's Edge and other donor tacking systems including the pulling of relevant queries, updating of contact information, ensuring overall accuracy of data entry
- Oversee all donor benefit and cultivation events, and take on a leadership role in the planning and execution and scrutiny of all events for the board and the Council

- Ensure the success of all fundraising events, including managing volunteer event leadership, creating an invitation, coordinating mailing, selling tickets, monitoring budgets and timelines, overseeing outside consultants and vendors, and timely and accurate donor acknowledgement
- Prepare packet and attend board Development Committee meeting.
- Assist with Council board meetings, events, luncheons, benefit meetings, and community events
- Through leadership and presence, helps set, create, and reinforce the culture and values of the foundation. Focuses on and supports the continued growth of the organization

**Additional Requirements:**

- A solid history of fundraising, event, and outreach experience
- Demonstrated track record of implementing a development plan that includes annual and major giving, corporate and foundation giving, planned giving, and executing special events
- Excellent storytelling and public presentation skills
- Proficiency with Raiser's Edge, Microsoft Word, Excel, PowerPoint, Outlook, Google docs, Dropbox
- Strategic capability in brand management, online communications, and social media
- Excellent writing, editing, and proofreading skills
- Integrity and high standard of professional conduct
- Adept at writing compelling solicitation letters, donor correspondence, and other material to enhance fundraising
- A track record of establishing strong interpersonal relationships with the ability to relate to board leaders, donors, and volunteers and guide these varied constituents towards achieving the fundraising goals of the Foundation
- Team player
- Spanish speaking is a bonus
- Must be available to work limited weekend events as needed
- Position is in office with one remote day/week

Salary Range: \$90,000 - \$100,00 based on experience and full benefits

Qualified candidates please apply at [officemanager@childburn.org](mailto:officemanager@childburn.org)