FYB Director of Development and Operations: Job Description

Feel Your Boobies Foundation, a 15-year-old not-for-profit in central Pennsylvania, seeks a Director of Development & Operations to lead fundraising efforts with individual, foundation and corporate funders and to manage on-going operations of a small non-profit. The mission of Feel Your Boobies Foundation is to educate young women by reminding them to “feel their boobies.” FYB’s unique approach is reach young women through the media mechanisms they prefer.

For this new leadership position, we seek a non-profit professional with experience with a variety of funders and fundraising strategies. Our preferred candidate will be a professional with a demonstrated attention to detail in planning, record-keeping and financial tracking, and who has excellent communication skills and a passion for the mission.

Development Duties:
- Identify prospective individual and corporate donors and cultivate new & existing relationships
- Communicate with individual and corporate donors and board members via email, social media.
- Use donor software for data entry, gift processing and donor solicitation.
- Ensure timely and accurate reports to funders
- Support board members and volunteers in planning and executing fundraising events
- Manage the organization’s fundraising budget (revenue and expense).

Operational Duties:
- Manage FYB’s relationship and contacts with part-time accounting assistant and accounting firm
- Assure that monthly transactions and financial statements to the board are complete & accurate
- Where necessary, develop or improve processes to make FYB’s day-to-day operations efficient
- Keep licenses and payments current (e.g., software, non-profit status, consultants, etc.)

Skills & Experience: Development
- Bachelor’s Degree in a relevant field (e.g., communications, business, etc.)
- 5 years’ fundraising experience with individual, foundation and business donors
- Grant writing and reporting experience
- Familiarity with one or more donor databases
- Donor and volunteer service mentality.

Skills and Experience: Small Non-profit Operations
- Experience with small non-profit organizations
- Ability to manage day-to-day processes (pay invoices, manage and report on budgets)
- Excellent written and verbal communication skills, including with social media
- Time management and flexibility with job duties.
- Creative, self-starter attitude.

Salary and Benefits
- This is a full-time, exempt position.
- Reports to the Chair of the Development committee of the FYB Foundation
- Salary commensurate with experience
- Benefits Negotiable
- The position offers flexible work hours and location, opportunities for advancement

To Apply
Send your resume and cover letter to Masai@FeelYourBoobies.com