



Job Description: Director of Development

EXEMPT: Yes

FULL TIME

LOCATION: 801 W. Michigan, Milwaukee, WI 53233

POSITION SUMMARY:

Under the direction of Safe & Sound's executive director, the Director of Development will be responsible for overseeing and implementing all resource development functions for the organization. This senior leadership role will lead the strategy, planning, and execution of all philanthropic activities for Safe & Sound. This includes securing grants and support from local and national corporations and foundations, government entities, events, and through the stewarding of a broad base of individual donors. Additionally, the position ensures effective marketing and communication strategies are in place for the organization.

The Director will lead a team of three development professionals that implement and assist with grant writing, event planning, donor solicitation, media relations, marketing, volunteer management, and social media. This position will play a key role in representing the organization to the philanthropic community while ensuring the organization has the resources necessary to achieve its mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Report to the Executive Director, lead resource development operations, and strategy for a \$2.2 million community organization with government, private foundation, corporation, and individual funding sources.
2. Provide strategic fundraising direction and develop comprehensive annual plans, revenue goals, and tracking mechanisms; oversee the successful implementation of all initiatives.
3. Manage a portfolio of 50-75 government, corporate, foundation donors. Cultivate relationships, write grant proposals, submit timely and accurate reports, and deliver customized stewardship for retention. Continuously seek new sources of funding from this sector.
4. Manage a portfolio of 50-100 individual donors targeted for gifts of \$1,000 plus, with a goal of increasing revenue from this group. Cultivate relationships, solicit gifts, and deliver customized stewardship for retention.
5. Oversee strategy development and implementation of all marketing and communications functions for the organization.
6. Supervise a team of three tasked with reaching aggressive fundraising, donor engagement, social media, and donor retention goals.
7. Oversee donor engagement events and communications, including the organization's annual event.
8. Support the Executive Director in building relationships with board members related to revenue and fundraising. Assists in the development and implementation of the strategic action plan.
9. Work closely with the Senior Director of Operations and Administration, the Director of

Evaluation and Technical Assistance, and Program Director to support the Executive Director in shaping organizational goals.

10. Oversee Safe & Sound's Emerging Professionals group, a volunteer-led group of young professionals looking to positively impact their community by undertaking projects related to Safe & Sound's work.
11. Provide reports and guidance to the board of directors and lead work on the committee level. Support the organization's emerging advocacy work and initiatives.
12. Participate in the development and implementation of Safe & Sound's annual budget.
13. Perform other duties as assigned.

BASIC REQUIREMENTS

- Must have a valid driver's license, a vehicle, and automobile insurance.
- Must be able to pass a criminal background check.
- Requires the City of Milwaukee residence at time of hire

EDUCATION and EXPERIENCE:

Bachelor's degree required Master's degree preferred or equivalent combination of education and experiences. 5-8 years related experience in a setting that demonstrates the skills, knowledge, and abilities needed to perform the above tasks; or equivalent combination of education and experience. Three - five years of supervisory experience managing programs and staff. Experience in working with a diverse group of local stakeholders. Extensive experience in developing, implementing, and translating strategy around fund development.

OTHER SKILLS and ABILITIES:

- Significant experience working with individual donors and a deep knowledge of the individual donor stewardship process
- Experience working with a donor database (ETapestry experience a plus)
- Ability to successfully manage relationships with a wide range of stakeholders including corporate employees, philanthropists, community partners, board members, elected officials, and members of law enforcement
- Experience managing a diverse staff
- A deep understanding of Milwaukee's philanthropic landscape and the organizations and individuals who shape it
- The ability to function strategically and with integrity in building relationships with funders and donors
- Ability to think analytically and strategically
- Experience developing and managing complex grant budgets
- Knowledge of the community and an understanding of the social issues affecting the work of Safe & Sound

COMPUTER SKILLS:

Ability to effectively utilize job-related software including, but not limited to, Microsoft Word, Outlook, Excel, PowerPoint, and internet development tools. Familiarity with social media and its uses is critical

LANGUAGE SKILLS:

Ability to write reports and business correspondence. Ability to effectively present information and

respond to questions from staff, public officials, law enforcement, neighborhood residents, youth, adults, as well as the staff of various community-based organizations. Effective public speaking and public relations skills required. Must be able to represent Safe & Sound to all types of audiences.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

WORK ENVIRONMENT:

Work will be performed in an office setting, in neighborhoods, at meetings, required to work some evenings and weekends for meetings, projects, to accomplish assigned tasks, and to carry out management responsibilities.

SALARY:

\$60,000

APPLICATION INSTRUCTIONS:

Send cover letter, resume, salary history and three professional references with phone and e-mail contact information to Human Resources at hr@safesound.org.

Deadline to apply: July 5th at 11:59 pm.