Development Director

Position Summary: The Development Director is responsible for leading the development program of the Amherst Survival Center, ensuring that the organization has the financial resources needed to fulfill its mission in accordance with the revenue goals in the annual budget; and doing so with a fundraising approach that lifts our collective responsibility, community capacity, shared humanity, and dignity of all. The Development Director’s primary focus is individual and business/organizational giving, including annual giving, major giving, planned giving, fundraising events, and sponsorship. The Development Director is a member of the organization’s leadership team, and has the lead responsibility for the creation, implementation, and assessment of the Center’s development strategies. The Development Director works closely with the Executive Director and Development Committee in the execution of the development plan.

Hours/classification: This is a full time, exempt (salaried) position. The schedule is generally weekdays, with some evening and weekend availability required for events. Limited remote work may be feasible.

Direct report: The Development Director reports to the Executive Director.

Essential Responsibilities:

Development Strategy
- Design and implement short and long-term development and communication strategy to enhance visibility and financial support of the organization.
- Ensure development strategy is both effective at achieving revenue goals and in alignment with our approach, lifting our collective responsibility, community capacity, shared humanity, and dignity of all.
- Evaluate fundraising activities (appeals, events, sponsorship, etc.) for effectiveness and improvement. Identify and implement new or different activities and approaches as appropriate.
- Serve as an active member of the organization’s leadership team, ensuring continuity between operational and developmental strategy, feasibility of operational goals, and integration of development priorities throughout organization.

Donor Cultivation, Stewardship & Solicitation
- Develop relationships with donors and stakeholders, inspiring support of the Center.
- Manage ongoing donor stewardship program, including coordinating the donor stewardship efforts of the Development Committee. Develop and implement system for moves management.
- Identify, research, and cultivate new major gift prospects.
- Direct and support donor meetings with the Executive Director, and/or Board and Committee Members.
- Direct and support stewardship of major donors and special project donors with the Executive Director.
- Ensure timely and personalized acknowledgement of donors.
- Manage and execute donor appeals and the annual gift catalog, including writing and developing associated materials.
- Manage donor database (currently Donor Perfect).
- Assure adherence to appropriate processes for gift handling, recording, and acknowledgement.
- Design and create development related collateral including print materials, social media graphics, etc.

Fundraising Events
- Plan, coordinate, and execute fundraising events, in partnership with development or event committees.
- Serve as staff liaison to event planning committees and coordinate event volunteers.

Development Director 12-2022
Development Committee

- Serve as staff liaison to the Development Committee.
- Plan and facilitate effective Development Committee meetings in partnership with the committee chair.
- Provide training, support, and follow up to Development Committee members to increase their effectiveness.

Other Duties

- Provide functional oversight to development duties completed by Administrative Associate (who is responsible for gift entry, letter production, event support, and other development assistance).
- Support grant submission process through opportunity, deadline and progress tracking and submission assistance. Provide occasional writing support for grants and or material coordination as required.
- Provide external communications support as required. Represent the Amherst Survival Center with community stakeholders as assigned.
- Collaborate with program staff on business and organizational drives for food and goods, engaging business partners and supporting acknowledgement.
- Work as part of collaborative staff team to ensure that all operations run smoothly, including occasionally substituting in various program areas.
- Demonstrate professionalism at all times, including appreciating and supporting those you work with, showing respect to all ASC participants, demonstrating high ethical and moral standards, and acting with honesty and fairness in all of your dealings with others.
- Share commitment and work to ensure the fair and equitable distribution of all donated goods.
- Approach work with an attitude of continuous improvement.
- Play an active role as part of the Amherst Survival Center team to develop organizational structures and policies, and ensure all program areas fulfill the Center’s mission, including playing an active role in the Center’s diversity, equity and inclusion efforts. Participate in intentional learning opportunities, including a focus on understanding and dismantling institutional racism and building cultural competency.
- Other reasonable duties as assigned by Executive Director or designee.

Working Conditions: The Center is a fast-paced environment which can be crowded and noisy. Position primarily works indoors, with occasional outdoor exposure. Role includes primarily desk activities, including frequent reading (print and electronic), writing, typing, and talking on the telephone. Some lifting or carrying of up to 20 pounds required when transporting materials.

Qualifications:

Required Qualifications

- Minimum 7 years of work experience.
- Minimum 4 years of fund development experience, at the coordinator/manager level or higher, with primary duties related to individual fundraising: annual giving, major giving, donor prospecting, cultivation, and stewardship. (Additional years of experience preferred.)
- Minimum of 2 years of marketing and/or communications experience. (May be included in above.)
- Demonstrated track record of consistently meeting or exceeding revenue goals under purview.
- Exemplary written communications skills, including development of clear, strategic and compelling fundraising messaging; effective and ethical storytelling; attention to word choice and grammar; copyediting.
- High capacity to engage stakeholders and develop relationships.
- Outstanding organizational skills and follow through. Strong attention to detail.
- Successful project and/or event management experience.
- Prior experience managing confidential information appropriately with high level of discretion.
- Strong research and data analysis skills.
- Ability to effectively prioritize work to meet deadlines in a fast-paced environment.
• High capacity to work and communicate effectively in a collaborative environment.
• Proficiency in Microsoft Office (word and excel).
• Valid driver’s license and access to reliable transportation for work related travel.
• Strong appreciation for organization’s mission, values and approach, with a strong commitment to working with and supporting all members of the Amherst Survival Center community and ensuring the fair and equitable distribution of goods.

Preferred Qualifications
• 6-10+ years of experience in development, at the coordinator/manager level or higher, with primary duties as noted above.
• Significant knowledge of and prior experience with one or more of the following growth areas: major gift cultivation, planned giving, peer-to-peer fundraising.
• Prior experience growing the fundraising capacity of an organization.
• Demonstrated success with any of the following: major gift campaigns, capital campaigns, business and organizational sponsorship program, grant writing, fundraising event planning and coordination.
• Proficiency with external communications and development of fundraising collateral including basic desktop publishing, website editing, and e-newsletter development.
• Prior experience using and managing donor tracking software and giving platforms.
• Knowledge of best practices in community centered fundraising or other approaches to support equity and justice in fundraising.
• Strong preference for candidates who bring additional skills, capacity, and perspective that strengthen our ability to meet our mission such as: language proficiency in addition to English; lived experience with food insecurity; racial, cultural, and ethnic diversity; community engagement; experience working on food justice issues; experience working within organizations on diversity, equity, and inclusion; collaborative leadership, and/or other relevant skills.

Language Proficiency:
• Fluency (written and verbal) in English required.
• While working proficiency in additional languages is not a qualification for this role, the Amherst Survival Center does offer a bilingual differential for employees with professional proficiency/fluency in Spanish, Mandarin, Portuguese, or other priority languages.

The Amherst Survival Center is an equal opportunity employer. We are committed to racial equity and social justice and make a particular effort to recruit people of color to apply for open positions. We employ the best qualified individuals without regard to race, color, religion/religious creed, national origin, ancestry, age, genetic information, sex, gender identity or expression, sexual orientation, disability or military status.