



Job title	Director of Development
Reports to	Chief Advancement Officer

About Fair Chance

Fair Chance envisions a world where every child succeeds.

Fair Chance is a growing social change organization with deep roots in the Greater Washington region. We strengthen community-based nonprofits to achieve life-changing results for children, youth, and families in communities impacted by racism, discrimination, and poverty. We offer several unique customized programs that strengthen organizational infrastructure and sustainability at no cost to the nonprofit.

Since 2002, Fair Chance has served over 200 nonprofits, tackling issues from job readiness to health, literacy to homelessness. Together, we've reached more than 150,000 children youth and families and are laying the groundwork for deepening programmatic impact and geographic expansion.

For more information, please visit www.fairchance.org.

Position Summary

Reporting to the Chief Advancement Officer and serving as a critical member of the Advancement team, the Director of Development: manages of three development staff; works with the CAO and CEO to develop a fundraising vision and priorities; creates and implements a donor cultivation and stewardship plan; oversees the process of securing grants from foundation, corporate, and government sources; manages and engages a portfolio of top-level donors, oversees special events, and engages in relationships with development professionals in the Fair Chance network.

Duties and Responsibilities

External Relations

- Working closely with the Chief Advancement Officer and Chief Executive Officer, plan annual strategy for revenue generation and individual donor and funder engagement.
- Serve as a representative of Fair Chance in the external community attending events on a frequent basis.
- Build meaningful relationships that result in securing both monetary and in-kind multi-year support for Fair Chance.

Provide leadership for 20th anniversary capital campaign

- Fair Chance is in the middle of a quiet phase for a three year capital campaign. The Director of Development will take over the ongoing day-to-day management of the campaign, working with the Campaign Committee, updating the strategy, following up on planned asks, continuing to prospect potential donors, scripting the formal announcement, and accounting for results.

Individual Giving Program Development

- Develop strategies to promote ongoing individual giving and develop policies and procedures for tracking individual gifts
- Identify, cultivate, solicit, and steward a portfolio of current and future major donors in our major gift circle, the Fair Chance Fund.

- Identify, cultivate, solicit, and steward a portfolio of current and future annual and monthly donors through the Leadership Circle, Associate Advisory Boards

Corporate, Foundation, Government Grant Management

- Establish corporate and foundation strategy and support grant writing with the management of relationships and communication with current funders.
- Identify and support government grant strategy and support grant writing.
- Prospect and profile new funding opportunities aligned with Fair Chance’s strategic vision.
- Work to increase corporate and foundation multi-year gifts.

Manage a Team of Development Professionals

- Work with Chief Advancement Officer to develop a structure for the Development Division within the Advancement Department.
- Supervise, recruit, manage, and retain high quality development professionals.

Fundraising Events

- Work with the Chief Advancement Officer in managing fundraising events to market Fair Chance’s mission to prospective donors.
- Oversee the identification of goals for each event, the planning for and engagement of individuals, foundations, and corporations as champions and donors. Events include but are not limited to: an annual Advisory Board Town Hall meeting, Golf Tournament, Butterfly Bash, site visits, and small individual donor cultivation gatherings.
- Secure production and facility needs and manage logistics
- Manage the process for developing the event program, run-of-show, and any key messaging from the stage

Organizational Management

- Help shape development strategy and play a leadership role in implementing the Advancement Team operating plan.
- Work collaboratively with the Program and Operations Departments and serve on the Expanded Executive Team.

Qualifications

The Director of Development will be an effective relationship builder who can leverage data, identify prospects, create, implement and track stewardship plans, and increase investments to Fair Chance. The Director will build genuine connections with Fair Chance friends and supporters and will advance this important work by prioritizing time and resources to ensure maximum return.

- 5-8 years of progressive experience in nonprofit fundraising and development with a track record that includes multi-year giving. Comparable experience will be considered.
- Solid, persuasive writing and verbal skills required.
- Experience serving on diverse teams required.
- Strong interpersonal and relationship building skills required.
- Knowledge of the DC Region donor community preferred.
- Knowledge of the national funder landscape preferred.
- Strong and efficient use of Microsoft Office required, knowledge of Salesforce platform a plus.

- Ability to work with a diverse team of colleagues and provide support for direct reports in a fast-paced, entrepreneurial environment.

Desired Competencies

- Strong commitment to our vision of addressing institutional and system racism and creating more opportunities and access for children, youth, and families experiencing poverty.
- Comfort with speaking with donors and other constituents about topics such as white supremacy, racism, and anti-racism and incorporating these topics into grant applications and other pieces of communication as appropriate.
- Ability to work with diverse, multilingual, multicultural community members, partners, and organizations.
- Demonstrates Fair Chance values of diversity and racial equity; fosters environments that facilitates more diverse and inclusive spaces, and can articulate the impact of systemic racism within the context of Fair Chance’s work.
- Demonstrated ability to write clearly and persuasively; strong verbal and interpersonal communication skills with ability to influence and engage a wide range of donors and build long-term relationships.
- High-energy, positive, “can-do” attitude; high degree of initiative; ability to work collaboratively with all staff.
- Ability to work independently, with regular check-ins
- Effectively manages own work, and work of teams when relevant, ensuring delivery of high-quality work
- Breaks down a work task/project into process steps and executes them effectively, adjusting course as needed
- A team player who will productively engage with others at varying levels of seniority within and outside Fair Chance.
- Strong organizational and time management skills with exceptional attention to detail.
- Supervision skills essential to raise performance of employees by example and active development.
- Fluency in social media, with skills necessary to seamlessly integrate social media into development efforts.
- Belief in, passion for, and ability to articulate clearly Fair Chance’s mission, vision, programs, and impact.

Salary Range: \$90,000-100,000.

Fair Chance is an Equal Opportunity Employer. We value diversity – we are and want to continue to be people of multiple ethnicities, perspectives, and life experiences. We believe and respect how this strengthens our work. Therefore, we are seeking qualified candidates from all backgrounds who believe in our mission and align with our values.

Please note: During the current period of Covid-19 related restrictions, this position will start as a remote position, with transition to onsite in Washington, DC. All interviews conducted by phone or virtually by video with selected candidates.

How to apply

Please submit a cover letter and resume by clicking here

<https://app.smartsheet.com/b/form/85126f38b9d847ac9a52ad509450776c> The position will be open until filled.