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| Job title  | <b>Director of Development</b> |
| 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 partnered with 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](http://www.fairchance.org).

## Position Summary

The Director of Development is responsible for a comprehensive fundraising strategy and plan to ensure Fair Chance can deliver on our critical mission. Reporting to the Chief Advancement Officer (CAO) and serving in a leadership role with the larger Advancement team, The Director of Development serves as a member of the Expanded Executive Team and supervises a Development Associate, Fundraising and Events Manager and Development and Organizational Manager; works with the CAO and CEO to develop a fundraising plan to meet the organization's goals, vision, objectives and mission; creates and implements a donor cultivation and stewardship plan; oversees the process of prospecting and securing grants from foundation, corporate, and government sources; manages and engages a portfolio of top-level donors; oversees special events; manages a capital campaign; and builds relationships with other nonprofit 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.
- Engage in Fair Chance advocacy efforts as needed in DC and Prince George's County.

### Provide leadership for the Campaign for Resilience, Transformation and Growth

- Fair Chance is in the middle of 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, forecasting revenue results, donor prospecting, following up on planned asks, continuing to prospect potential donors, scripting the formal announcement, and accounting for and celebration of 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 Board, Leadership Circle, Associate, and Advisory Boards
- Oversee and plan the end of year fundraising campaign for the organization online and by direct mail.

#### 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.
- Work to increase government grants as Fair Chance has the capacity to manage in cooperation with Operations and Program team decision-making.

#### 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, mentor, and retain high quality development professionals in conjunction with Fair Chance's employee performance alignment system.

#### Fundraising Events

- Work with the Chief Advancement Officer and Development team 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 sponsors, 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, manage logistics, volunteers, staff the day of, and budget.
- Manage the process for developing the event program, run-of-show, and any key messaging from the stage with Fair Chance leadership.

#### Organizational Management

- Help shape development strategy and play a leadership role in implementing the Advancement Team operating plan.
- With the CAO, develop the annual Advancement budget and the annual revenue plan and forecast for upcoming years.
- Work collaboratively with the Fair Chance Program and Operations Departments and serve on the Expanded Executive Team.
- Work collaboratively and strategically with the Programs Team and other departments within the organization as needed.

#### **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 of Development 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. This person should be a strategist who can identify targets and lay out a plan for cultivating and securing gifts to reach that target over multiple months and years. A proven track record in securing gifts.

- A minimum of 4 years of experience leading a team and managing an area of work in nonprofit fundraising and development with a track record that includes multi-year giving.
- Solid, persuasive writing and verbal skills required.
- Experience serving on diverse teams required.
- Strong interpersonal and relationship building skills required.
- Knowledge of the MD and DC Regions donor community preferred.
- Knowledge of the national funder landscape preferred.
- Strong and efficient use of Microsoft Office and Salesforce required.
- Ability to work with a diverse team of colleagues and provide support for direct reports in a fast-paced, entrepreneurial environment.
- Comparable or other non-profit fundraising experience will be considered.

#### **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:** Fair Chance uses a compensation structure, using the Pay Scale Equity Calculator process developed by Vega Mala Consulting. The compensation range for this position is **\$90,000-\$95,000**.

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. All candidates must reside in Washington, DC, Maryland or Virginia before the employment start date.

### **How to apply**

Please submit a cover letter and resume by clicking [here](#). The position will be open until filled.