

Development Director Job Description

Status: Part Time Exempt (15 hrs per week) @ \$40/hr

Supervisor: Executive Director

Direct Reports: None

Healing Partners of the Central Coast is looking for a work-from-home, energetic, heart-centered, creative and collaborative, multitasker, and experienced, successful development professional to help build the financial stability of a young, but growing nonprofit organization dedicated to promoting health, healing and wholeness.

Preferred knowledge and Competencies:

- Strong interpersonal, verbal, and written communication skills with ability to work independently and efficiently
- Ability to collaborate with colleagues across the organization, and be flexible to respond to changing priorities
- Capability to establish rapport with donors, corporate, and business sponsors, and to build donor base
- Creative, strong planning, organizational, and implementation skills to plan, and oversee teams for fundraising events
- General computer proficiency, and competence with office software, with research abilities to increase donor base
- Public presentation capabilities to engage small or large groups of participants, volunteers, and donors
- Experience with fiscal planning, forecasting, and budgeting preferred
- Experience with a previous nonprofit preferred.

Key Responsibilities:

1. Develop, manage, and build individual donor base; identify, and pursue corporate sponsors, and foundation prospects. Work with ED, and Board to develop strategies for increasing all levels of donors. Conduct prospect research to diversify and grow the pipeline of funders. Prepare for and participate in funder meetings, helping to maintain relationships with current donors and foster relations with prospective donors.
2. In conjunction with Board of Directors, and ED identify, and develop fundraising opportunities, then manage them to completion. Responsibilities include organizing, and managing events, reporting on, ensuring timely follow up on fundraiser related tasks, deliverables, and timelines. Report to Board outcome metrics: fundraising efficiency, donor attrition or development; create and track budget proposals, and reports on fundraising events, appeals, or campaigns.
3. In conjunction with Grants Contractor, and ED identify which grant opportunities to pursue. With support from Controller, provide contractor with all relevant grant driven data points. Collaborate with contractor regarding development, and submission of foundation grants, and reports to grantor. Coordinate with Grants Contractor to maintain grant databases and files, including maintaining contacts, and tracking donations, report due dates, and grant pipelines.
4. Collaborate with marketing advisor, and ED on marketing development of blogs posts, annual reports, social media posts, and other promotional content.
5. Collaborate with ED, and Controller to establish income, and expense budgets for fundraising events, as well as individual donor, corporate sponsorships, and foundation grant goals.
6. Attend board meetings as directed by the ED, and support preparation of fundraising, and development metrics status, and updates to be presented to the Board of Directors.
7. Attend weekly staff meetings and other meetings as directed by ED.
8. Other duties as assigned.