

RISE INDY  
POSITION DESCRIPTION  
POSITION TITLE: DIRECTOR OF DEVELOPMENT  
CLASSIFICATION: FULL-TIME, EXEMPT



## THE ORGANIZATION

At RISE INDY, we believe all children deserve an equitable education that prepares them for graduation and beyond. We envision a world in which every child reaches their highest potential. We want to give voice to the students and parents experiencing injustice in our system, and to align with teachers and leaders fighting to improve outcomes for children. By involving parents, teachers, students, faith leaders, and many more in conversations about education in our community, we can amplify the voices of those who might otherwise be unheard. Our mission is to improve student outcomes through community engagement, advocacy, and organizing. We believe improving schools improves the community. To realize our vision, we engage those most impacted by systemic neglect, educate policymakers on the opportunity gaps for students, and organize our community to advocate for the resources and policies that will improve public education in Indianapolis. Change should be locally led, and we must amplify all voices in our community.

## POSITION SUMMARY

Director of Development at RISE INDY will work as part of RISE INDY Development team and play a crucial role in ensuring the organization's financial sustainability and growth. The successful candidate will be responsible for leading and executing fundraising efforts, grant writing & reporting, cultivating donor relationships, and building partnerships to support the expansion of our programs. The Director of Development will collaborate with the RISE INDY team and board of directors to shape and execute a comprehensive fundraising strategy that aligns with the organization's goals.

## ESSENTIAL FUNCTIONS

The following are the essential functions and initiatives for the Director of Development. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Fundraising Strategy and Execution**

- Develop a blueprint and execute a fundraising roadmap, aligning with the organization's financial needs and growth objectives.
- Establish, cultivate, and nurture relationships with individual donors, corporate partners, foundations, and prospective funding sources, specifically focusing on fostering long-term corporate relationships.
- Explore new fundraising methodologies and uncover new opportunities to diversify our revenue portfolio.
- Donor cultivation and stewardship
- Build and sustain strong, lifecycle donor relationships through personalized communication, engagement experiences, and regular updates on the organization's impact.
- Formulate and implement initiatives to raise donor loyalty, deepen engagement, and grow contribution levels over the donor lifecycle.
- Work with communications counterparts to ensure consistent messaging for our donors and supporters.

### **Partnership Development:**

- Identify and forge strategic partnerships with corporations, foundations, government entities, and other organizations to expand the organization's reach and impact.

### **Grant Writing and Reporting:**

- Research, write and curate compelling grant proposals for submission to foundations, government agencies, and other funding sources.

- Oversee the grant reporting process, ensuring timely submission of progress reports and essential documentation, fostering transparent and productive relationships with our supporters.

#### **Team Leadership and Collaboration:**

- Provide guidance to RISE team members on fundraising within their own network to support RISE's mission.
- Work closely with CEO, board of directors, and other key stakeholders to align development strategies with overall organizational objectives.

#### **Data Management and Analysis:**

- Leverage fundraising software and tools to document and monitor donor interactions, contributions, and the progress of fundraising efforts.
- Analyze data to pinpoint emerging trends, seize growth opportunities, and pinpoint areas for improvement, continuously optimizing our engagement strategies.

#### NON-ESSENTIAL FUNCTION AND OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Other duties and activities may be assigned by the CEO and essential functions are subject to change at any time with or without advance notice.

#### POSITION REQUIREMENTS

This position requires a bachelor's degree and 5-10 years' experience working part-time or full-time in a fundraising, strategic partnership, or sales-related role. Required competencies for this position include:

1. Proven track record of successfully leading fundraising efforts and securing gifts in the nonprofit sector, with a strong emphasis on corporate relationships.
2. Strong network of contacts within the philanthropic and corporate communities.
3. Excellent written and verbal communication skills, including grant writing and donor communication.
4. Demonstrated ability to build and maintain effective relationships with diverse stakeholders.
5. Familiarity with fundraising software and databases for efficient data management.
6. Passion for the organization's mission and a strong commitment to improve education for all students in Indianapolis.

#### POSITION PREFERENCES

Additional preferred competencies for this position include:

1. Experience with the education community.
2. Advocacy experience preferred.
3. Understanding of Indianapolis and Statewide political landscape.
4. Possession of CFRM or CFRE.

#### HOW TO APPLY

Please send Resume and Cover Letter to [hr@riseindy.org](mailto:hr@riseindy.org).