



NON-PAID VOLUNTEER DEVELOPMENT DIRECTOR JOB DESCRIPTION

Release & Refresh Women's Empowerment Series, Inc. is a 501(c)(3) non-profit Public Charity dedicated to improving the mental, emotional, and spiritual health of women and girls through classes, seminars, workshops, conferences, and social media. We are a volunteer organization looking for loyal, dedicated and energetic people who strongly support our mission. All volunteers & staff are "at-will."

This is an unpaid position.

Reporting to the President, the Director of Fund Development and Growth Initiatives will spearhead development efforts for RRWES. A new position in the organization, the Director will have the opportunity to build the development function. Should our funding become sustainable, this could become a paid position in the future.

POSITION BACKGROUND:

Summary: This assignment requires someone who is driven, entrepreneurial and innovative to lead the activities associated with moving us from our current state of into formal development. The ideal candidate will be thorough in approach, but impatient for progress. This individual will look for creative new ways to achieve our vision.

This position is responsible for working with the President and Board of Directors in planning and coordinating all aspects of fund development and public relations. Provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorship, donor cultivation and grant writing. Identify, organize and manage the fundraising activities with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations.

RESPONSIBILITIES:

Fund Development -

- Develop and execute RRWES' annual fundraising plan. Secure financial support from individuals, foundations and corporations.
- Manage the implementation of fundraising software. Develop and maintain ongoing relationships with major donors.
- Creating and executing a strategy for a large sustained base of annual individual donors. Overseeing organization of special events and
- Developed and tracked proposals and reports for all foundation and corporate fundraising.

Strategic Initiatives and partnership responsibilities -

- Responsible for leading growth strategy. Identify network that will benefit the most from the partnerships based on need/impact implications. Provide operational leadership to Growth Advisory including forecasting, territory assignment, account management coaching and goal planning.

Planning -

- Develop and implement a comprehensive written annual resource development plan with strategies for donors and prospects in each constituent group, organizations, corporations, etc. to be approved by the President & board. Provide monthly reports to the ED and the board which measure progress towards achieving the plan.

Grant requests and administration -

- Assist the President with researching and writing grants. Provide timely reporting and ensure compliance as required by grant award documentation.

Gifts Cultivation -

- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector. Create and implement major gifts program, planned giving program, and volunteer giving program. Identify and pursue new sources of corporate and foundation funding.
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other affiliate staff, board or volunteers, as appropriate. Create and update collateral materials to support gift cultivation.
- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed. Ensure that the donor database information is current and accurate. Acknowledgement of all gifts and donations.

Public Relations and Marketing -

- Work with our Public Relations/Media Coordinator & Social Media Coordinator in writing press releases and media alerts. Develop and maintain media contacts. Oversee and direct all media relations, social media communication, media production and general branding. Create marketing materials. Build and sustain working relationships and communication with community associations

QUALIFICATIONS:

- BA (required), MA (a plus)
- Five-plus years' experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- Experience leading and managing high performing teams and cross-functional collaboration
- Comfortable with fast paced startup environment
- Ability to establish and maintain a cooperative and professional working relationship with staff, parents and other public agency personnel.
- Proficiency in Microsoft Office applications – Word, Excel, Outlook and PowerPoint.

SELECTION PROCESS:

Applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. The best candidates for the position will be invited for a panel interview and evaluation. All candidates interviewed will be notified in writing following their interview. Please submit copies of transcripts, degree(s) and any certification along with the cover letter and resume.

SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION

OTHER REQUIREMENTS:

Fingerprint Clearance/Background Check/Criminal Record Statement.