

## Director of Development

Make a life-changing impact on the lives of women determined to continue their education while raising children. ANSWER Scholarship is relentless in providing an encouraging and supportive array of services in addition to scholarship dollars to forever change the trajectory of the scholars' lives. Founded in 2006 by Susan Andersen, ANSWER seeks an entrepreneurial Director of Development ready to engage local business leaders, steward, cultivate and identify donors and create meaningful and successful events.

If you are results-driven with a sense of urgency, have at least 7 years in successfully raising at least \$300,000 a year and have proven track-record with volunteer engagement and leadership, please apply before December 15. Please send resume, cover letter (no AI please) and salary expectations to [Anne-marie@turnkeyforgood.com](mailto:Anne-marie@turnkeyforgood.com)

### POSITION OVERVIEW

ANSWER Scholarship is seeking an energetic, entrepreneurial, and creative self-starter to serve as its Director of Development, this position is responsible for achieving short- and long-term revenue growth and expansion that contributes to the overall mission of the organization. By leading the charge to grow financial resources in our founding market, the hands-on leader will develop and execute comprehensive fundraising strategies tailored to the unique needs and opportunities of the targeted geographical area. The successful candidate will be an accomplished fundraiser, a strategic thinker, an exceptional communicator, and a natural relationship builder with a passion for driving positive change. There is one direct report.

### RESPONSIBILITIES:

#### Strategic Guidance:

- Develop and implement a strategic fundraising plan tailored to the specific demographics, industries, and donor pool within the greater CharMeck.
- Spearhead approach for the organization to generate \$600,000 annually within 3 years.
- Serve as staff lead for development committee and key fundraising volunteers to align fundraising efforts with organizational goals and foster a culture of philanthropy throughout volunteer leadership.
- Identify and pursue opportunities for new fundraising and revenue growth through creative means.

#### Drive Revenue Generation

- Donor Cultivation and Solicitation: Identify and engage with potential and existing major donors, philanthropic organizations, corporate partners, and community stakeholders to foster strong and lasting relationships. Lead major gift campaigns, capital campaigns, and other fundraising initiatives to secure substantial contributions and investments.
- Fundraising Events: In collaboration with development associate, plan, organize, and execute fundraising events and campaigns that engage the community, attract potential donors, and increase overall financial support.
- Donor Stewardship: Implement effective donor stewardship to include standardized stewardship expectations and local specialization as designed, to ensure ongoing support and engagement, fostering a sense of pride and partnership in the organization's mission.
- Identify Grant Funding Opportunities: Assist in identifying grant opportunities from local agencies, foundations, and corporations and collaborate with colleagues, board members and key stakeholders to secure funding for our initiatives and projects.
- Collaborate with Communications and Marketing online giving to ensure the building of new prospects and donors through social media, newsletters and general public engagement.
- Partner with each board member individually in identifying, cultivating and soliciting gifts.

- Ensure accurate information is entered and maintained in the CRM, Little Green Light.
- Conduct donor screening, build a portfolio and pipeline and develop/execute a cultivation and stewardship plan for individual, corporate and institutional donors.

### **Staff Leadership**

- Provide strong and visionary leadership to the fundraising team member as well as Communications Manager, fostering a collaborative and high-performing work environment.
- Recruit, develop, mentor, and retain fundraising staff to build a skilled and motivated team capable of achieving fundraising goals across initiatives.
- Conduct regular performance evaluations, provide constructive feedback, and support professional development opportunities for staff growth.
- Empower team members to develop creative and innovative fundraising strategies and initiatives while ensuring alignment with organizational objectives.
- Promote a culture of teamwork, inclusivity, and accountability, where staff feel valued and inspired to contribute their best efforts.

### **Oversight and Management**

- Financial Management: Work closely with the finance team to ensure proper allocation and reporting of funds and maintain transparency with donors and stakeholders.
- Public Relations and Advocacy: Represent the organization at public events, conferences, and media appearances to raise awareness about our mission and drive support for our cause.
- Performance Metrics: Monitor, analyze and report on metrics and KPIs to measure the success and effectiveness of fundraising efforts and regularly report progress to the Executive Director and Board of Directors.

### **PROFESSIONAL QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Bachelor's degree in a related field (e.g., Nonprofit Management, Business Administration, Public Relations, Communications) required; advanced degree preferred.
- 7-10 years of related experience and proven history of successful fundraising of at least \$300,000 a year in the nonprofit sector, with a focus on major gifts, events, and annual fund campaigns.
- Knowledge of the unique philanthropic landscape.
- Strong leadership skills with the ability to recruit, inspire and motivate teams, volunteers, and donors.
- Excellent verbal and written communication skills, including the ability to deliver compelling presentations and proposals.
- High level of emotional intelligence and the ability to cultivate strong relationships with diverse stakeholders.
- Familiarity with fundraising software, donor wealth screening, CRM database, and online fundraising platforms.
- Passion for the mission and vision of our nonprofit organization and dedication to making a positive impact on the community.
- Extensive experience with collaborative work within and across organizational departments/functions
- While this full-time position is remote, it is based in Charlotte and requires the ability to attend in-person meetings as scheduled. Some nights and weekends may be required.

### **COMPENSATION AND BENEFITS**

- The base salary for this position is \$55,000-65,000 commensurate with experience. There is an incentive program based on financial results.
- The employer offers health insurance as a shared expense with the employee. Personal time off (PTO), and paid holidays are also provided.
- Local travel as required.

## **STATEMENT OF NON-DISCRIMINATION**

ANSWER Scholarship is committed to creating an inclusive work environment and welcomes applications from all genders, races, religions, sexual orientations, ages, and any other groups that could bring diverse perspectives to our organization.

## **APPLICATION PROCESS**

The search for the Director of Development is being managed by Turnkey for Good

To apply for this position, submit a cover letter, salary expectations and resume to Anne Marie Forbes at [anne-marie@turnkeyforgood.com](mailto:anne-marie@turnkeyforgood.com) by Dec. 15, 2024. Please submit a cover letter written without the assistance of AI.