



CHARLOTTE

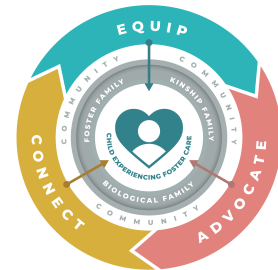
## Position Description

**Position Title:** Development Director  
**Organization:** Foster Village Charlotte  
**Location:** 4915 Monroe Rd., Charlotte NC 28205  
**Reports To:** Executive Director  
**Employment Type:** Full-time, exempt

## About Foster Village Charlotte

Foster Village Charlotte (FVC) creates connection with dignity for children and families experiencing foster care by meeting urgent needs, providing educational and emotional support, and advocating as a collective community voice for children. Our vision is to see all children in foster care have strong support structures to stabilize their home lives and become resilient adults. Our core values are Integrity, Advocacy, Community, Empowerment, and Compassion.

FVC has developed and launched a variety of programs under our three pillars: Equip, Connect, and Advocate. FVC's critical focus is to build the capacity of high-quality families by reducing parental stress and increasing advocacy and support through trauma-informed parenting skills and connection, so foster families serve as a protective factor in a child's resiliency to overcome childhood trauma.



FVC has a workplace environment of high warmth and high expectations. We believe in creating a safe environment where everyone feels valued, supported, and respected. Our team is like a family, where empathy, kindness, and collaboration are the norm.

Founded in 2018, Foster Village Charlotte (FVC) is a 501(c)(3) nonprofit organization funded through individual gifts, corporate partners, foundation support, and grants. To learn more about Foster Village Charlotte, please visit [fostervillagecharlotte.org](http://fostervillagecharlotte.org).

## The Opportunity

Foster Village Charlotte was founded as a grassroots effort by four Charlotte-based foster moms seeking support during their own foster care journeys. After finding each other, they quickly realized the need for a community of support to ensure every foster parent had the resources they needed to continue offering a safe place for children.



Fast forward six years and the organization's three founders have created "the village" they wish they had when they began their fostering journeys. And their work is not complete. With aspirational goals of creating a Charlotte-based resource hub housing the many resources foster families need, some of their greatest dreams for Foster Village Charlotte are still in front of them. FVC's three-year strategic plan is focused on space, sustainability, and stability.

With joy for all that has been accomplished and passion for what is still to come, part of the strategic plan will include the creation of a Founder Succession Plan. This will create a roadmap to thoughtfully pass the torch to new leadership. Attracting and onboarding new leadership with the skills and experience to fulfill the long-term vision to continue building the Village is a top priority of our Founders. They all see themselves continuing to be involved in some way long-term, but also appreciate the value in working alongside future leaders for a period of time before transitioning to those new roles.

### **The Role**

As Foster Village Charlotte enters its next phase of growth, we seek a visionary and strategic Development Director to lead its fundraising efforts. Reporting to the Executive Director, the Development Director will lead and supervise an Engagement Coordinator.

The ideal candidate is deeply committed to FVC's mission and brings experience creating and implementing a strategic, diversified, and comprehensive approach to fundraising.

Key responsibilities include:

### **Strategic Fundraising**

- Working closely with the Executive Director and Board of Directors, lead the development plan to include innovative approaches to cultivation, solicitation, and stewardship of individuals, corporations, faith-based organizations, foundations, and grant sources to meet or exceed annual goals - \$650K in FY24.
- Lead fundraising strategies and operations, from creation to execution, including sponsorships, appeals, annual fund and monthly giving, corporate/foundation grants, in-kind giving, etc.
- Use data and industry best practices to design, implement, and improve development activities, maximizing income and impact, increasing efficiency, and optimizing the donor experience.
- Support the Executive Director by managing a database of key donors and partners.
- Provide forecasts and reporting of key KPIs and metrics for fundraising and donor development activities.



## **Donor Cultivation and Stewardship**

- Create a culture of philanthropy by establishing a cultivation and stewardship plan that effectively engages all constituents and provides opportunities to deepen relationships that increase engagement and financial support.
- Steward recent and current donors and build a pipeline of supporters, driving donor acquisition, retention, and revenue growth, as well as liaison interested donors into other engagement opportunities.
- Represent Foster Village Charlotte at speaking engagements to increase community awareness, in collaboration with Engagement Coordinator.
- Contact all major donors by phone at the time of new donation.
- Lead planning of fundraising events with support from Engagement Coordinator
- Manages donor database and evaluates future CRM systems to better meet the organizational needs and goals.

## **Team Leadership**

- Serve as staff leader of the Development Committee and lead the active engagement of the board in fundraising efforts.
- Collaborates with the CFO to create annual development budget.
- Provide support to the Engagement Coordinator and Executive Director with external communications and key messaging (particularly related to community impact).
- Provide leadership and guidance during transitions in organizational leadership, ensuring continuity and stability.
- Stay abreast of trends and best practices in fundraising and nonprofit management, continuously seeking opportunities for improvement.
- Collaborates with the CFO, Director of Programs, and grant support to ensure timely submission of grant proposals and reports.

## **Qualifications and Competencies**

The ideal candidate will have the following professional qualities, skills, and lived experiences:

- Demonstrated commitment to the FVC mission, core values, and community
- Strong strategic planning and implementation skills with a high capacity for growth and change
- A relational and engaging communicator, with the ability to effectively advocate for the mission and inspire support.



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- Proven track record of leadership in the nonprofit sector, with a minimum of 5 years of fundraising or business development experience. Experience with capital campaigns is desired.
- Demonstrated success in fundraising and resource development; experience identifying cultivating, engaging, and stewarding existing and new donors to grow support for the mission.
- Experience managing and designing fundraising programs, including individual giving campaigns, donor solicitation strategy, proposal management, communications, donor appreciation, and special events.
- Experience leading a well-organized, effective development office, fundraising systems, and record-keeping.
- Must be collaborative, results-oriented, and able to set priorities and work on numerous projects simultaneously.
- Willingness and ability to meet with potential donors at various locations, including some nights and weekends for events.

### **Compensation and Benefits**

The salary for the Development Director is \$80,000 – \$85,000. Full-time employees are eligible for a health care stipend of \$250/month; 14 PTO days, 17 holidays, and a one-month paid sabbatical in the third year of employment. Eligibility for hybrid work is determined by the supervisor and based on its alignment with the job description.

### **How To Apply**

Foster Village Charlotte (FVC) has partnered with recruiting consultant Tanya Varanelli to support this leadership search. Foster Village Charlotte (FVC) is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

To be considered for the Development Director position, please submit applications to [jobs@fostervillagecharlotte.org](mailto:jobs@fostervillagecharlotte.org). Applications must include a resume and customized cover letter. Your cover letter should address the questions listed below:

- Foster Village Charlotte’s mission is to support and strengthen foster, kinship, and reunifying families in our community. How do your personal and professional goals align with that mission?
- Please briefly share your experience in strategic fundraising, donor cultivation, and stewardship.
- Our core values are Integrity, Community, Compassion, Advocacy, and Empowerment. Can you select one of these values and share one personal and one professional experience that highlights your commitment to our core values?