



**Job Title:**

Director of Development

**Organization Overview:**

MemoryCare is a nonprofit charitable organization whose mission is three-fold: To provide specialized medical care to older adults with cognitive impairment; to support caregivers with education, counseling, and improved access to services; and to provide community education. We are an internationally recognized, award-winning dementia care program. Our teams are laser-focused on providing expert, evidence-based care that makes a difference in lives now. This is our passion. For all of us at MemoryCare, it is a privilege to be here and provide the best possible care.

Over half of our annual operating budget is dependent on fundraising to sustain our programs and services annually, and in the future. We seek a Director of Development to lead our fundraising efforts.

**Position Overview:**

The Director of Development will lead the planning and implementing a comprehensive fundraising program that includes major gifts, corporate and foundation giving, grant oversight, planned giving, and unique events. The ideal candidate will work in close partnership with the Executive Director and Board of Directors to develop fundraising goals and strategies. They will also collaborate closely with the Development and Education Coordinator and provide support for special projects, as needed.

**Key Responsibilities:**

- Develop and implement a comprehensive fundraising plan to meet the organization's annual revenue goals
- Identify and cultivate major gift prospects, as well as corporate sponsors and foundation donors, building new relationships while maintaining ongoing ones
- Work closely with the Board of Directors and Executive Director to develop fundraising strategies and goals, providing guidance, training, and support as needed
- Identify grant opportunities, manage, and implement proposal schedules, and help complete timely grant applications
- Collaborate with the Development and Education Coordinator to develop and execute effective donor communications and marketing materials
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed
- Plan and execute dedicated events that engage donors and raise funds for the organization



Qualifications:

- Minimum of bachelor's degree in nonprofit management, philanthropy, business administration, or a related field
- Minimum of 5 years of experience in nonprofit fundraising, healthcare organizations a plus, with a proven track record of success in annual giving, major gifts, corporate and foundation giving
- Excellent written and verbal communication skills, including the ability to express compelling donor communications including empathetic, hand-written notes
- Strong principled, detail-oriented leadership and management skills with enthusiastic self-starting initiative
- Demonstrated ability to collaborate with colleagues, board members, and volunteers
- Experience with fundraising software; familiarity with DonorPerfect preferred
- A deep commitment to the mission and values of our organization

This is a full-time position with a starting salary range of \$75,000 - \$80,000 annually depending on experience. MemoryCare also offers a comprehensive benefits package. If you are a motivated and experienced fundraising professional with a passion for making a difference in the healthcare community, we would love to meet you.

Please email letter of interest and resume to Chrissie Gulden, Executive Director at [gulden@memorycare.org](mailto:gulden@memorycare.org) to apply.