



Position Profile: Development Director

Charlotte, NC

For nearly 25 years, the Parkinson Association of the Carolinas (PAC) has been a trusted nonprofit resource serving individuals and families affected by Parkinson's disease throughout North and South Carolina. Our mission is to serve as a resource for individuals and their families affected by disease in the Carolinas, through education, community outreach, and direct support. Through our toll-free resource line, educational programs, support groups, exercise and movement classes, and community outreach, PAC provides compassionate guidance and meaningful connections for those navigating Parkinson's disease so they can remain independent and active in their communities.

About the Role:

In collaboration with the Executive Director and Board of Directors, the Development Director will develop and manage the implementation of a strategic approach to fundraising which includes individual donors, major gifts, corporate donations, grant solicitation, and in-kind resources. The Development Director oversees all fundraising activities to ensure that fundraising goals are being met and maintains current knowledge of nonprofit trends in the regions we serve and adapt fundraising strategies as necessary.

Essential Job Functions and Duties

Fundraising Strategy and Planning:

- Create and implement an annual development plan, with support from the Executive Director that specifies fundraising strategies for maximizing foundation and corporate sponsorships, community grants, special events revenue, and individual donor contributions.
- Prepare donor/prospect research and strategic briefing materials for the Executive Director and Board to support high-level cultivation and solicitation.
- Track fundraising performance, analyze trends, and adjust strategies as needed to meet or exceed goals.

- Identify new funding opportunities and support institutional relationship-building with foundations, corporations, and key stakeholders.

Development Operations & Data Management:

- Oversee development systems and processes including database management, gift entry/tracking, acknowledgment, donor segmentation, and solicitation license renewal.
- Ensure clean and accurate donor data for reporting, analysis, and pipeline development; maintain tools to monitor progress toward goals.
- Collaborate with finance to reconcile fundraising revenue, support audits, and align fundraising with budgeting needs.
- Equip Executive Director and Board with performance reports, dashboards, and tools to support fundraising decisions and engagement.

Corporate Relations Management:

- Develop and lead strategies to secure and grow corporate partnerships, sponsorships, and in-kind support aligned with organizational priorities.
- Collaborate with the Executive Director on cultivating and stewarding corporate donors, including meetings and proposal development.
- Create customized sponsorship packages and manage benefit fulfillment, recognition, and ongoing engagement.
- Collaborate with the Executive Director to support the Board in identifying and connecting with potential corporate partners through their networks.

Donor Relations & Stewardship:

- Collaborate with the Executive Director in managing major donor relationships through personalized outreach, cultivation, and recognition.
- Design and implement a year-round donor engagement and stewardship program, including appeals, updates, and surveys.
- Plan and execute donor cultivation activities, including small events, one-on-one meetings, and donor-specific communications.
- Process acknowledgement letters to individual donors, honorariums and memorials gifts to ensure they are recognized.
- Represent the organization at local events and meetings.

Fundraising Events:

- Partner with the Executive Director and Board of Directors to secure sponsorships, engage donors, and maximize revenue opportunities from events.
- Manage fundraising event logistics, budgets, timelines, vendor coordination, and staff/volunteer support to ensure high-quality execution

- Manage and evaluate event strategy and return on investment, using insights to improve future event planning and deepen donor engagement.

Grants Management:

- Research and identify grant opportunities through developing and maintaining relationships with current and potential funders.
- Write and submit high quality and timely proposals, Letters of Intent, and supporting materials.
- Collaborate with the Executive Director and program staff to gather data, stories, and impact metrics for strong grant proposals and reports.
- Maintain a detailed grants calendar, ensuring timely submissions and compliance with all reporting and stewardship requirements.
- Provide updates to the Executive Director and Board on grant status and performance.

Requirements and Qualifications

- A minimum of five (5) years' experience as a Development or Fundraising employee in a nonprofit environment, with a track record of success in cultivating and soliciting individual and corporate donors and managing special events.
- Experience interfacing with corporate partners, engaging employees, and leveraging resources to benefit the organization.
- Experience promoting and managing previous annual giving programs is highly desirable.
- A strong knowledge of fundraising ethics and practices, and respect for confidentiality of donor information; understanding of database management, gift processing and donor relations.
- Proven ability to work cooperatively to achieve common goals; support cooperation, collaboration and the sharing of information while providing the best quality product available and continuously upgrade standards to maintain quality.
- Demonstrated analytical and fundraising skills with the ability to recognize opportunities, identify critical, high pay-off activities and prioritize them to attain goals.
- Experience with volunteer management is highly preferable.
- Excellent verbal and written communication skills.
- Excellent skill and understanding of computer and constituent software required; Proficiency in MS Office and Google programs.
- Proficiency in fundraising or contact management software, preferably Bloomerang.

- Local contacts, relationships, connections, and resources within the Charlotte, North Carolina or South Carolina areas that may be considered beneficial in helping to reach short- and long-term fundraising goals.
- Knowledge of federal and local legislation affecting charities.

How to Apply

Please send your resume, cover letter, and contact information for 3-5 professional references to:

ParkinsonDD@CapabilityCompany.com

Your cover letter is an opportunity to share why you're passionate about this mission and how your experience aligns with the role. Applications will be reviewed as they are submitted, beginning **September 14, 2026**. Early submission is encouraged.

*The target hiring salary for this position is **\$78,000-\$80,000**. PAC offers a comprehensive benefits package for full-time employees and a hybrid work schedule with Mondays and Fridays out of the office.*