

**Position:** Development Director

**Status:** Full-Time

**Reports to:** Executive Director, works in conjunction to support the Board

**Pay:** Exempt; \$90,000-\$110,000 annually salary DOE

**Benefits Include:** Health, dental, vision, life, and long term disability insurance, 403(b) program, vacation, sick time, waived program & campus use fees, flexible schedule, and remote work options, .

**Position Summary:** The Development Director is a key person in the executive management team. Responsible for planning and managing Girls Inc. of Carpinteria's development program including major gifts from individuals, corporations and foundations, planned giving, the annual appeal, special events, prospect research, stewardship, social media and communications.

### **Specific Responsibilities**

#### **Fundraising**

- Develop and implement the year-long fund development plan.
- Oversee annual mailings and online appeals
- Build, implement, and drive the planned giving & endowment programs in conjunction with the Executive Director to continue to grow annual and legacy gifts by 3 new committed donors annually
- Provide basic customer service to current and prospective donors via telephone and email.
- Develop and implement an in-kind gift program
- Build a major gift solicitation plan with support from the Executive Directors
- Develop corporate giving program with a goal of connecting 2-3 new corporations to Girls Inc. annually
- Manage a pool of 100+ Champions for Girls prospects and donors
  - Develop strategies,
  - Make 3-5 face-to-face visits per month and
  - Write contact reports for each visit

#### **Operations**

- Oversee fund development database; including data entry, reporting and list outputs, insuring accuracy of all data, and generating financial reports.
- Prepare analysis of fundraising campaigns results and donor giving patterns to help determine effective fundraising plans.
- Research potential donors.
- Acknowledgement system administration:
  - Maintain and improve the existing systems and processes to provide gift processing and acknowledgement, gift accounting, reporting and stewardship.
- Supervise staff members, helping them plan, implement, and meet goals, current staffing includes grant writer, development coordinator, and marketing coordinator with plans to hire a full-time development manager

#### **In partnership with Events staff and committee**

- Plan, implement, and coordinate all aspects of annual fundraising events
- Coordinate up to 6 community events annually
- Work with staff to ensure timely communication of event support and staff engagement
- Ensure staff have a clear understanding and the ability to communicate event basics to the publicly
- Ensure effective communication and recruitment for volunteer committees

#### **In conjunction with grant writing team:**

- Research and evaluate requests for proposals and identify opportunities for grant funding
- Work with Executive Director and Program Manager to develop grant applications
- Track all grant funding including upcoming deadlines, submitted applications, funded applications, and reporting. Complete and submit all required reports and documentation for funders

#### **With support of Development Assistant / Marketing Team and Committee:**

- Develop and implement year-long communications calendar coordinating email, social media, and event communications.
- Manage affiliate's website and social media presence including routinely updating content.
- Coordinate the writing, design, preparation, production and distribution of Girls Inc. collateral materials.
- Direct marketing and communications so that donors, grantors and customers are receiving integrated and appropriate messaging

**Other duties**

- Represent Girls Inc. of Carpinteria at meetings, workshops, and conferences in the community
- Attend all scheduled staff meetings, board meetings, and committee meetings, as required
- Provide administrative and logistical support to executive and board committees
- Participate in special projects and take on additional tasks as needed
- Serve as a member of the management team, staying abreast of organization-wide issues and contributing to the overall management of the organization
- Other duties as requested

**Job requirements:**

- An articulated belief in the mission of Girls Inc.
- 3+ years of general experience in non-profit fundraising
- Superior communications skills emphasizing the ability to write for a variety of audiences
- Previous experience with data management or transferable skills with a proven track record of success
- Ability to work flexibly in a fast-growing, entrepreneurial atmosphere
- Bilingual Spanish, a plus

**Physical Job Conditions:**

- **Typical Working Conditions:** Works in an indoor environment.
- **Equipment Used:** Basic office and classroom equipment.
- **Essential Physical Tasks:** Moving about to accomplish tasks or moving from one worksite to another.
- **Activities:** Light work that includes moving objects up to 20 pounds, including event set up and break down. Sedentary work that primarily involves sitting and standing

**Agency Description:** Girls Inc. of Carpinteria founded in 1971, serves the Carpinteria community and surrounding areas through impactful programs that inspire and empower girls. Our programs respond to the critical need in Carpinteria for high-quality out-of-school enrichment for K-12th grade. We focus on three core essential services (healthy living, academic support & enrichment, and life skills instruction) with age-appropriate and relevant information that is interactive, inclusive, and culturally appropriate to reach our designed outcomes. Our holistic approach helps girls to value themselves, take risks, and discover and develop their inherent strengths. At Girls Inc of Carpinteria we value community, inclusivity, bold advocacy, and intentionality- we let these values drive our work so we can remain adaptive and responsive to the lived experiences of girls.

- **Vision:** Empowered girls and an equitable society.
- **Mission:** To inspire girls to be strong, smart, and bold.
- **Values:** Intentionality, Inclusivity, Community, Bold Advocacy