

Britepaths
DEVELOPMENT DIRECTOR 2022

Job Title: Development Director (generalist)
Reports To: Executive Director
Job Status: Exempt, Salaried, Full-time, benefits, PTO
Location: Fairfax, VA, remote 2 days per week

Britepaths is a non-profit organization dedicated to helping Northern Virginia residents meet their essential quality of life needs through food assistance, financial assistance, and mentoring programs. Please see our website for our values statement. We are explicitly working toward an inclusive, equitable and diverse organization.

An ideal candidate could be a seasoned professional looking for smaller nonprofit to support.

Salary & Benefits:

Salary is based on experience. Available benefits include: Health Insurance, Life Insurance, Flexible schedule, Telecommuting 2days/wk, Paid Time Off, and 403b match.

Summary of Responsibilities

The Development Director (DD) is the chief fundraiser at Britepaths, in partnership with the Executive Director and the Board of Directors. As a fundraising generalist, the DD will develop and execute the development fundraising plan by implementing goals and objectives for short and long-range fundraising programs. This includes the annual giving program, events, major gifts, corporate donations, and in-kind solicitation programs, and volunteers. The DD will also oversee marketing and public relations activities to support fundraising activities and promote Britepaths' mission. They will serve as main spokesperson at events and supervise the Development Associate and Outreach Manager.

Position Responsibilities

Function 1: Develops and implements an annual fundraising plan, integrated with marketing and public relations plans, which maintain a sound financial position sufficient to meet Britepaths' requirements.

- Serves as a key member of Britepaths leadership, ensuring close coordination between development and programs in achieving organization-wide goals and implementing our strategic plan.
- Builds Britepaths' financial resources through active leadership of the development team, particularly in areas related to volunteer management, community engagement, event coordination and the communications plan.
- Ensures that development programs and systems are diversified, innovative and developed to meet organizational needs.
- Develops and implements an overall development and fundraising plan including annual giving; special events; entry and mid-level individual, corporate, faith community, civic and foundation support; workplace giving, and donor communications.
- Develops and oversees the maintenance of the record-keeping system for donor files and acknowledgments.
- Analyzes donor and donation data in order to understand the effectiveness of annual fundraising plan. Provides ED and leadership team with quarterly reports to inform decision making.
- Solicits and cultivates donors; writes direct mail solicitations, creates and implements a major gift strategy. Major focus is large gifts, annual and multi-year gifts from individuals, faith communities, corporations, and foundations. Maintains a portfolio of Major Giving Prospects and ensures cultivation efforts through the use of a Donor Stewardship Plan.
- Makes inspiring presentations about Britepaths in the community and with key contacts to cultivate support for the organization; and serve as a spokesperson for Britepaths.
- Works with program staff and grant writer to submit letters of inquiry and grant proposals to local and national foundations and corporations. Crafts specialized proposals for specific funders and specific issue areas.
- Estimates an adequate annual development budget in support of effective services; operates within the approved budget.

- Researches potential foundation and corporate funding sources.
- Participates and coordinates meeting with existing and potential funders.
- Coaches the board on development best-practices and in securing gifts and works with the board to solicit gifts. Coaches staff on development best-practices.
- Guides the Board of Directors to achieve fundraising goals to include: preparing reports for board meetings, actively cultivate board leads, and assist with creative fundraising ideas.
- Prepare presentation reports for annual board/staff retreat as directed by ED.
- Communicates effectively with funders by preparing the ED for funder meetings, keeping current and potential funders regularly informed about Britepaths efforts and accomplishments, and writing progress reports to funders.

Function 2: Manages special events as a key element of the overall fundraising strategy.

- Strategizes with ED and staff for the overall goal setting for special events.
- Actively participates, monitors and evaluates special events to determine success level and analyzes final results to determine cost effectiveness.
- Recruits, manages, and retains Volunteer Special Event Planning Committee for the purpose of planning and executing events. Ensures supervision and training of staff/volunteers.
- Executes proper implementation of special events to include: soliciting event underwriting, in-kind services/items, and sponsorship, auction items, marketing and promotion to maximize profit from events. Cultivate attendees prior to event to increase attendance and giving levels.
- Ensures appropriate and timely follow up and recognition is completed after each event.

Position Requirements

- Ability to fully embrace and articulate the mission and vision of Britepaths with passion.
- Must have a proven track-record in building and maintaining a donor base with expertise in fundraising from multiple funding streams.
- Excellent written and verbal communications skills, including strong presentation and public speaking skills.
- Must have a proven track record in soliciting gifts.
- Experience in managing staff and in coaching a development team/board.
- Experience in a goal and team oriented environment with a willingness to meet measurement criteria for projects; and an ability to work under pressure and meet deadlines.
- Has tech-savvy ability to use database technology for donation tracking, donor moves management, and dash-boarding.
- Outgoing personality and willingness to spend up to 50% of your time in the community building relationships.
- Must have self-motivation, excellent organizational skills, and planning and working with diverse groups.
- Hands-on ability to work with computer programs and has a proficiency in MS Office.
- Must be willing to work 2-3 evening meetings per month, including some weekends.
- Knowledge of Excel required. Knowledge of CiviCRM and Qlik or similar programs a plus.
- Must have own transportation.