



Director of Development

Summary

Crayons to Computers is a nonprofit organization dedicated to providing every child with the supplies needed to succeed in school. The organization seeks to hire a full-time Development Director. This position, in partnership with the President & CEO and the Director of Marketing & Communications is responsible for managing the fundraising strategies for Crayons to Computers. This position will report to the President & CEO and will collaborate with other staff, particularly the Director of Marketing & Communications.

Areas of responsibility include: assisting with increasing individual, foundation, and corporate revenue streams by identifying, engaging and soliciting new prospects and through stewardship of current donors; engaging staff, volunteers and teachers in soliciting and building relationships with donors; creating outreach events to engage an range of target audiences; representing Crayons to Computers in the Greater Cincinnati community; and working collaboratively with the Marketing & Communications team to increase visibility of the organization.

Duties and Responsibilities

- Work with the President & CEO to set annual fundraising goals and to develop and execute a comprehensive development plan with specific, measurable goals, with an emphasis on growing annual giving and major gifts (\$1,000 and above).
- Oversee maintenance of donor database, implement processes for tracking and acknowledging financial contributions and coordination of donor communications and solicitations.
- Oversee all annual appeals and direct mail campaigns, in collaboration with the Director of Marketing & Communications, including: Back to School, Holiday Campaign, Annual Report, and others.
- Research and write foundation and corporate grants. Coordinate grant reporting.
- Develop an ongoing stewardship program to increase the organization's major donors, including cultivating, soliciting, stewarding and recognizing current and prospective donors.
- Serve as a staff liaison to the Board of Trustees' Resource Development Committee, leading and mobilizing the Committee to support fundraising objectives.

- Strategically leverage the time and connections of the President & CEO, the Resource Development Committee, the Board and other constituents to support development targets.
- In conjunction with the Director of Marketing & Communications, manage annual Back to School Campaign focused on increasing product and financial donations along with building and sustaining relationships with Cincinnati area businesses, organizations and community groups. Coordinate with Operations Team and other staff regarding the logistics of product delivery and receiving.
- Manage the planning, organizing and implementing the organization's special events.
- Work with the Marketing & Communications Director to develop collateral materials for special events, fundraising and outreach efforts.
- Contribute content for periodic newsletter for donors, supporters and other friends of Crayons to Computers.
- Assist with developing content for traditional media outlets (i.e., radio, television and newspapers).
- In collaboration with the Director of Marketing & Communications, assist with development of content and execution of organizational social media.

Requirements

The Development Director is a full-time position. Some evening hours and weekend days will be expected. A Bachelor's degree, along with a minimum of 4-5 years of fundraising work experience are required. The ideal candidate will:

- Possess excellent interpersonal skills; comfort in connecting to all types of constituents and ability to build authentic, long-term relationships;
- Be experienced in carrying out a donor-centered fundraising philosophy;
- Have impeccable follow-through and strong attention to detail;
- Be self-motivated and able to complete assignments independently, professionally and in a timely manner;
- Have polished and compelling oral and written skills including a proven comfort level with public speaking and presentation development;
- Be adaptable to changing priorities;
- Be able to work independently and as part of a team;
- Have a demonstrated ability to manage and lead a team to achieve defined objectives and goals; and
- Be comfortable with technology, including the ability to utilize Microsoft Office applications, and experience with fundraising databases (or equivalent applications)
- Complete a required criminal background check and drug test.