



Job Title: Director of Development
Department: Development
Reports to: CEO
Supervisory Level: Supervises 1 employee
Last Revision: 6/16/2021

JOB SUMMARY

Sunlight Children's Services is looking for a motivated, team player interested in joining our team as our Director of Development. The Director of Development will serve as an integral member of the fundraising team to achieve overall organizational funding goals. The Director of Development designs, implements, and manages philanthropic programs which include special events, database management, annual giving, grant writing, and marketing. S/he ensures Sunlight's development strategies, along with internal and external communications, represent the organization's mission of providing resources and facilities that support and protect abused and neglected children and their families.

The Director of Development will operate in both internal and external capacities and will be the face of and voice for Sunlight in the public. S/he will maintain ongoing and active networking with internal and external audiences. The Director of Development must be a trusted and dedicated leader able to take initiative, demonstrate the ability to multi-task and be a key member of the organization's Executive Leadership Team.

PRIMARY FUNCTIONS

1. Serve as the fundraising team leader and an active participant in strategic decision-making that will impact the mission of Sunlight.
2. Develop, implement, and lead comprehensive annual fundraising plans to raise pre-determined fundraising goals.
3. Manage a portfolio of major, mid-level and annual donors.

4. Evaluate current processes and systems that support fundraising initiatives, donor recognition, and campaign management for various special projects and events, in addition to creating objectives and success metrics.
5. Develop strategies for traditional and e-based donor cultivation.
6. Seek annual event sponsorships.
7. Establish budgets, work plans, performance objectives, and goals for development team members and regularly review performance; provide professional development and training required to cultivate staff skills and professionalism.
8. Create content for materials that tell Sunlight's story to donors and individual prospects, ensuring these materials are distributed in a targeted, regular, timely, and consistent fashion.

SCHEDULE

Monday – Friday, some weekends as necessary for annual events.

QUALIFICATIONS

EDUCATIONAL, TRAINING, AND LICENSURE REQUIREMENTS

- Bachelor's degree required for this position. Additional 1-2 years of experience in front-line fundraising preferred
- Experience with database management

KNOWLEDGE AND SKILLS

- Exceptional oral and written communication skills with a proven ability to write effectively and speak persuasively; strong ability to tell a compelling story.
- Superior organizational skills with a strong sense of detail-orientation.
- Work independently, efficiently and successfully collaborate with a team
- Provide excellent internal and external customer service utilizing oral and written communication skills
- Strong people management skills and ability to develop talent
- A genuine interest in the mission, vision, and strategic direction of Sunlight.

Interested applicants should send Cover Letter and Resume to HR@sunlightkids.org