



Building strong bridges between dyslexia and academic success.

Development Director

Description:

The Development Director will be responsible for all vital revenue streams which will help achieve the mission and maximize impact in the community, to include expansion of the facilities. This position requires developing and implementing the strategy and fulfillment for individual and major gifts, gifts-in-kind, donor relationship procurement, and development and management to meet short and long-term financial goals. The primary objective of the Development Director is to maintain and nurture existing relationships, as well as develop long-term relationships in the community built on a firm understanding of our mission and vision.

Principle Job Duties:

- Create, integrate, and implement short-term and long-term annual giving strategies with the Principal and Fundraising/Capital Campaign Committee(s) of the Board.
- Design, plan, and implement all fundraising strategies and activities, including but not limited to appeals, campaigns, special events, and similar.
- Solicit and close major gifts from individuals and businesses.
- Provide and execute timely and appropriate responses of thank you notes for all major donations and gifts in-kind.
- Maintain and utilize the donor database.
- Work closely with the Principal and Board to enhance and broaden the mission, vision, and visibility.
- Develop materials, content, and tools to enhance our mission.
- Stay current and informed regarding charitable giving tax laws and other technical dimensions that impact fund development. Administer and meet all regulatory requirements.
- Work with Principal, Development Committee, Fundraising/Capital Campaign Committee(s), and the Special Event Committee.
- Attend various networking events.

Hours and Compensation

This is a part-time position of approximately 15-20 hours/week. Salary is commensurate with experience.