

---

## JOB OPENING

**Job Title:** DIRECTOR OF DEVELOPMENT  
**Department:** Communications  
**Reports To:** Senior Vice President Communications & Marketing  
**Classification:** Non-Exempt

---

### SUMMARY

Create and maintain a philanthropic environment for fundraising including the systems and processes to enable fundraising efforts. Seeks and develops contributors for workforce development initiatives. Builds relationships with corporate community relations representatives by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Researches foundations and corporations for contributions in support of WorkPlace operations.
2. Arranges meetings with corporate philanthropic groups and foundations that offer grants to generate interest in providing support.
3. Prepares presentations to foundations and other potential contributors.
4. Builds relationships with businesses in the community.
5. Conducts research for prospective contributor presentations and grant proposals.
6. Research and analyze individual donors and prospects to develop strategies for gift growth or acquisition.
7. Writes fundraising letters and proposals to obtain grants and funding from foundations and other potential contributors.
8. Explore opportunities for annual and planned giving programs, including individual giving constituencies.
9. Develop and oversee a timely and relevant gift acknowledgment program.
10. Act as the lead for the development and implementation of fundraising events.

11. Write press releases for major contributions and grant follow-up reports when required.

12. Assists with communications projects as requested.

### **SUPERVISORY RESPONSIBILITIES**

N/A

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree or equivalent work experience in a key fundraising position. 3+ years direct fundraising experience.

### **COMPUTER SKILLS**

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access as well as donor management systems.

### **OTHER SKILLS AND ABILITIES**

Exceptional organizational and communication skills, ability, and confidence to interact with varied constituencies, a self-motivated team-player who can energize and lead both co-workers and volunteers. Dedication, flexibility, attention to detail and creativity a must.

### **Salary**

\$70,000 - \$85,000 Commensurate with experience

---

To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, HR Specialist

[lkelman@workplace.org](mailto:lkelman@workplace.org)