

McGivney Community Center

Job Description

TITLE: Director of Development

LOCATION: Bridgeport, CT

REPORTS TO: Executive Director

PRIMARY FUNCTION: To identify, cultivate and solicit major gifts from individuals, businesses, foundations, and government agencies. To create linkages and build relationships with major donors, track current donors, and solicit other supporters. Research foundations, companies, and individual trusts guidelines and prepare grant proposals for programs offered at the Center. Manage and coordinate all aspects of fundraising events. Manage public relations, marketing, social media, and provide program support.

DUTIES AND RESPONSIBILITIES:

1. Identify and research major gift prospects from individuals, corporations, foundations, and government agencies. Develops appropriate solicitation including proposals, letters, and reports as necessary.
2. Assist in maintaining updated donor information in Boomerang database.
3. Facilitates the solicitation process; plans and coordinates meetings with donors, prepares appropriate staff and agendas.
4. Secure foundation, corporate, and individual funding for programs administered at the McGivney Community Center, facility repairs, renovations, and equipment purchases.
5. Proactively create ways to improve existing procedures for preparation and execution of fundraising events.
6. Work directly with the Board of Directors and volunteer committees to coordinate fundraising events.
7. Prepares the Development Report for the Board meetings.
8. Maintain accurate accounting records regarding all fundraising events.
9. Collaborate with other non-profit agencies in fundraising events and program development.
10. Provide program support when needed.
11. Act as a liaison between community and the McGivney Community Center in efforts to promote the mission of the Center.
12. Attend after hour functions and participate on outside committees in efforts to cultivate new funding resources.
13. Promote the mission of the Center through communication with area businesses and the general public (i.e.: press releases, radio, creative thank you, social media updates, website maintenance)
14. Create and coordinate all aspects of the direct mail.
15. Performs other duties as assigned by the Executive Director.

Salary: \$45,000-\$50,000 and is negotiable with experience

Please contact: Lorraine Gibbons at lgibbons@mcgivney.org or at (203) 333-2789