

Sterling House Community Center: Director of Development

Job Summary:

Sterling House Community Center is seeking a dynamic fundraising professional to lead our development efforts. The candidate will demonstrate success in securing corporate sponsorships, individual donations, grants, and other innovative funding sources in order to support and grow our capacity to serve the community.

Responsibilities:

- Collaborate with Executive Director, Development Committee, and Board of Directors to create a comprehensive fundraising plan and development strategy.
- Lead implementation and execution of development strategy and fundraising plan within each fiscal year.
- Create and successfully manage a healthy, progressive annual development budget.
- Maintain relationships with existing donors and sponsors. Identify, solicit and cultivate new sponsorships for SHCC events and programs to expand donor base and engagement.
- Establish and maintain relationships with local and regional businesses and solicit in-kind donations to support internal operations.
- Lead the tracking of donations received with accurate reporting including timely receipt, database entry, and acknowledgement and recognition of donors.
- Maintain writing and submission of current grants and accompanying reports, while seeking and submitting additional proposals.
- Utilize and analyze organizational wide data to identify areas of service opportunity paired with grant trends.
- Support the execution of all events and fundraisers while supervising Special Events Manager.
- Lead Development Committee meetings, in partnership with the Chair, and attend internal and external meetings as requested.
- Prepare and provide reports and communications for ED, Board of Directors, and/or general and specific development campaigns; such as the Annual Report.
- Attend evening/weekend networking and community events, as per fundraising season and event calendar.

Qualifications:

- Bachelor's Degree from an accredited college or university; Master's Degree preferred. 5+ years professional experience in the areas of non-profit fundraising, donor management, corporate and community engagement, and grant writing.
- 3+ years experience managing staff and/or a team.
- Computer literacy with proficiency in Microsoft programs, donor databases, digital event registration, and third party donation platforms.
- Experience executing capital campaigns is a plus.

Skills & Attributes:

- Excellent written and verbal communication skills, with a strong attention to detail.
- Professional demeanor, natural collaborator, with excellent interpersonal skills.
- Strong public speaking skills and comfortability presenting in groups and meetings.
- Ability to multi-task, remain calm and work under pressure in a fast-paced environment.
- Takes initiative to innovate and improve; both in their own personal growth and the organization.
- Driven and motivated to network and solicit donations and sponsorships.

- Experience and enjoyment working with diverse populations with a customer service orientation; including a wide range of volunteers, executives, donors, and community members.
- Experience with print, social media, and media relations as associated with fundraisers.
- Ability to lift approximately 40lbs of supplies and set-up and break-down support of events.
- Mission-driven team-player who is passionate about working in a community center environment.

Commitment:

- This is a full-time, exempt position reporting to the Executive Director.
- The schedule is 40hrs scheduled between the hours of 9:00-6:00pm Monday – Friday with occasional evening hours as needed. During peak season(s) the employee may work a flexible schedule to meet the needs of events/activities/programs.

SHCC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We believe deeply that diversity on our team strengthens our service to the community and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Please send resume and cover letter to info@sterlinghousecc.org.

Application Deadline: Friday, September 23, 2022

Salary Range: \$65,000-\$80,000