



JOB POSTING: ASSOCIATE DIRECTOR OF DEVELOPMENT

Organizational Summary: Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

Job Goal: The Center seeks to hire an experienced, enthusiastic, and creative Associate Director of Development. Reporting to the Chief Advancement Officer, the ADD will serve a key role in leading the Emily K Center in its achievement of ambitious annual revenue targets through the planning and execution of fundraising events and a comprehensive annual giving strategy. The Associate Director will join a team of passionate and dedicated colleagues that also includes a Director of Communications and External Affairs and a Development Associate.

Experience, Training, and Qualifications

Required: Bachelor's degree. 5+ years of professional experience in fundraising with a nonprofit organization with a strong record of success. Previous primary responsibility for larger and varied special events. Experience with a wide variety of development initiatives including special events, donor relations, and annual fund. Confidence and proficiency in using a donor database (preferably Raiser's Edge) and digital event/ticketing/auction platforms. Excellent communication and relationship-building competencies and the ability to represent the Center's best interests with a broad constituency base. Interest in serving students and families who face systemic barriers to educational and economic success. Keen attention to detail and project management skills. An entrepreneurial mindset with a demonstrated ability to work both independently and collaboratively with a team.

Helpful or preferred: Proven track record of achieving ambitious revenue targets in a highly competitive environment. Experience with multimillion-dollar capital or comprehensive campaigns. Experience with successful digital fundraising. Knowledge of the Triangle area. Experience working with volunteer committees to plan and execute special events.

Primary Responsibility Areas

Special Event Management: Organize and produce fundraising events including our largest annual event, the Mother's Day Ball. Lead and work with event committee to plan and organize the Ball and live auction, solicit sponsorships, sell tickets, and professionally execute all event elements. In association with Duke Men's Basketball, assist with the execution of several annual fundraising events including a private practice and silent auction. Serve as staff lead on campaign, cultivation, and stewardship events, as appropriate. Manage event conceptualization, execution, and budget to ensure that the goals of each event are met.

Annual Solicitation Strategy: Manage an annual donor solicitation and acquisition program to strengthen the Center's annual fundraising strategy and pipeline for increased giving to the Center. In collaboration

with advancement colleagues, develop a comprehensive annual solicitation strategy to include digital and direct mail solicitations, with a focus on growing our annual fund and donor pipeline. Identify, cultivate, and solicit leadership annual fund prospects. Utilizing best practices, maintain accurate and up-to-date prospect management information in Raiser's Edge/NXT. Work with the Chief Advancement Officer to identify annual fund donors that may be major gift prospects.

Special Initiative Support: As capacity allows, initiate or provide support for other special development initiatives as they arise to include third party events and inquiries, community events, and one-time fundraising events or initiatives.

Terms of Employment: This is a full time, salaried position with health and retirement benefits. Schedule to be set with the employee. Hours largely fall between 8:00 a.m. and 6:00 p.m. Monday-Friday, with some flexibility and occasional evening or weekend hours required. Pay is commensurate with experience and the salary range for this position is from mid- to high-\$60,000s. Performance of the job is evaluated annually. Background clearance and reference checks required.

To Apply: Submit one document that includes your resume and cover letter to Sandy York at jobs@emilyk.org. Applications will be reviewed on a rolling basis with preference given to applications received by March 12, 2021. Applications will continue to be reviewed on a rolling basis until the position is filled. Please note that only candidates selected for an interview will be contacted. For more information about the Center, please visit emilyk.org.