

Families Moving Forward  
Director of Development  
Job Description

**Job Title:** Director of Development

**Status:** Full-time, Exempt

**Supervisor:** Executive Director

**Date:** September 2022

**Summary of Families Moving Forward (FMF):**

Families Moving Forward helps families in the crisis of homelessness find their way home. We provide temporary housing, case management, skills education, and connection to community resources to help parents and children thrive in stable homes.

FMF currently provides emergency shelter and supportive services to 20 families at its facility. FMF case management staff meets with every family to set family goals that address educational, vocational, health and emotional needs. Referrals are made to partner agencies if a family needs additional services. FMF works with landlords and community partners to rapidly rehouse families who are ready to exit its facility onto the path to affordable housing, and a stable future.

**Position Overview:**

This position will report to the Executive Director and be part of the management team that includes a Director of Partnerships and Programs. The position supervises the Volunteer Engagement Coordinator and interns. The Director of Development will also work closely with volunteers serving on FMF's Board of Directors, Development Committee, and Communications Committee.

FMF and its predecessor organizations have a long history of demonstrating fiscal responsibility, valuing donor support, and holding administrative costs to a minimum (20% or less of total spending) so programmatic needs can be prioritized. Budgeted expenses for 2021 were nearly \$1.5 million. Major sources of revenues in 2021 were: \$230,000 from the local, state, and federal government; \$450,000 from various foundations; \$402,000 from individuals; \$307,000 from corporations & businesses; and \$65,000 from special events. FMF will continue the practice of annual audits.

The Director of Development will be expected to create and implement a strategic and comprehensive approach to fundraising, which includes cultivation, solicitation, and stewardship of individuals, businesses, foundations, congregations, and other organizations for funding and in-kind resources to support FMF's mission and programs.

**Essential Duties and Responsibilities:**

Planning and Leadership

- Develop, annually, a proposed revenue and expense budget for development and communications activities and monitor these revenues and expenses throughout the year
- Develop, annually, a development plan in consultation with the Executive Director and Development Committee to raise community awareness and the resources needed to support FMF's mission
- Serve as staff lead on communications committee for more effective internal communications
- Develop and monitor the execution of policies and procedures for the FMF development program that reflect best fundraising practices

- Lead the execution of the development and communications plan(s) in accordance with ethical fundraising principles and monitor and evaluate progress on development and communications goals
- Provide regular reports to the management team and Board of Directors regarding progress on development and communications goals
- Oversee the Volunteer Engagement Coordinator and intern(s)
- Attend monthly all-staff meeting
- Promote a culture of philanthropy among FMF staff and volunteers

#### Development and Communications

- Develop and manage a development calendar and timelines for all fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner
- Oversee the management of a prospect and donor database (including prospect profiles and giving histories) and FMF mailing lists, respecting the privacy and confidentiality of donor information
- Identify and manage a major donor portfolio and personally cultivate, solicit, and steward those major donor prospects
- Coordinate and support major gift cultivation, solicitation, speaking engagements and stewardship activities by the Executive Director and other key staff and volunteers
- Prepare funding proposals to grant-making organizations and other major donor prospects
- Prepare funding progress reports to grantors and major donors, as requested
- Oversee the planning and execution of fundraising events identified in the development plan
- Oversee the execution of regular updates through FMF's website, social media, email, and other electronic communication mediums to the public regarding FMF's programs, activities, and resource needs
- Oversee the development and distribution of the annual report, FMF newsletters, bulk mailed appeals, gift acknowledgments, and other materials to support development efforts

#### Donor and Donation Data Management

- Coordinate with other staff regarding in-kind resource donations, programming, and external communications to ensure consistent messaging is being communicated to the public regarding the agency's program offerings and resource needs and that timely and appropriate acknowledgements are being sent to donors
- Handle all gifts-in-kind, including the coordination of the drop-off, record-keeping, acknowledgement, and storage/distribution of items. This also includes the varying shipped items (Amazon, etc.)
- Record cash and check incomes into the donor database (Bloomerang)
- Timely enter in online donations into the donor database (Bloomerang)
- Ensure excellent customer service is provided to donors, volunteers, prospects, and the public with timely and appropriate stewardship of gifts, including memorial and honorariums, tax receipting, acknowledgment letters, and phone calls.
- Serve as an active prospect identifier, targeting prospects for Executive Director and Development Director calls and making connections between and among people, events, and programs.
- Develop and maintain efficient systems for data cleansing, data entry, gift processing, prospect research, and acknowledgement letters.
- Oversee all FMF gift-in-kind giving

#### Fundraising

- Seek out grants that contribute to FMF's financial goals and complete the applications
- Coordinating projects in an organized and timely manner including: solicitation and stewardship mailings, fundraising and donor appreciation events, and preparing materials for meetings, conferences, and events.
- Attend monthly Development Committee meetings and related Special Event fundraising meetings (some after hours).
- Coordinate the season Alternative Gift Fairs with area congregations.
- Plan and execute Special Event fundraisers, including the event series Chefs for Change.

**Qualifications:**

- BA (required), graduate degree (desired)
- 5-plus years of relevant experience in development, marketing, and/or sales
- Demonstrated excellence in oral and written communication skills
- Demonstrated leadership experience
- Mastery of MS Office software
- Experience using social media, websites, and email for appeals and communications
- Knowledge of Donor Perfect (desired)
- Knowledge of Bloomerang
- Major gift experience (desired)
- Availability to work evenings and weekends as needed
- Hazardous Conditions:
- Employee must be able to lift at least 25 lbs. without assistance
- Employee may be exposed to individuals with contagious diseases
- Employee may encounter situations involving physically aggressive behaviors

**Compensation:**

Salary Range: \$68,000 - \$79,000

This is a full-time position and is commensurate with similar roles at non-profit organizations of comparable size. We offer fully paid medical and partial dental insurance, after a 90 day review; 403(b) retirement plan with a match up to 2% (after 2 years of employment) and 5% (after 5 years of employment); and flexible Paid Time Off.

**To Apply:**

Please email your resume and cover letter to [employment@fmfnc.org](mailto:employment@fmfnc.org) with the subject: Development Director

*Families Moving Forward is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status.*