



Associate Director of Development

Position Overview:

The **Associate Director of Development Impact (ADD)** will report to the Executive Director and work closely with GardHouse's Executive Staff to ensure the overall growth and impact of GardHouse's fundraising and programmatic outcomes. The ADD plays a key role in helping GardHouse expand and further codify its operations through grant writing, fundraising, and reporting.

GardHouse Overview

GardHouse is a nonprofit organization that aids college students of color obtain employment upon graduation by maximizing work-based programming and development that increases each student's upward mobility. The organization was founded in 2019 after learning that these students were twice as likely to be unemployed after completing their post-secondary education. Based in Charlotte, NC, GardHouse's student base spans across the east coast. We are currently operating programming in select cities of North Carolina.

Essential Functions:

Grant and Fundraising Strategy/Execution (50%)

- Conducting ongoing research to identify local and national grant opportunities
- Maintaining grant calendar and managing deadlines
- Preparing high-quality grant proposal narratives and supporting documents (LOIs, reports, etc.)
- Lead existing and new sponsorships and relationships to achieve campaign goal through the cultivation, stewardship, renewal, and deepening engagement via frequent face-to-face meetings to retain and upgrade their financial commitment
- Working with GardHouse's Executive Team to organize and plan annual fundraising initiatives.
- Attending professional development opportunities to stay abreast of fundraising and grant writing trends and best practices

Grant Database Management and Donor Relations (50%)

- Maintaining accurate, up-to-date donation history, contact information, and other relevant data about the organization's constituency using Bloomerang CRM.
- Processing donations, donor acknowledgments, matching gifts, and other donor communications
- Providing excellent customer service to constituents.
- Completing impact reports for applicable grants based upon data collection of programming.
- Assist Executive Director in developing the annual impact report.



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Ideal Candidate:

- 3-5 years of experience in a fast-paced, fundraising or sales management role; including the management of a sales/fundraising team; prefer closer to 5 years experience
- Consistent track record in exceeding sales/fundraising goals
- Validated ability to understand and navigate workplace cultures to achieve goals
- Demonstrated experience in building powerful partnerships with corporate leaders and senior level volunteers; interact and communicate clearly and concisely exchange ideas, facts and information
- Consistent track record to cultivate major donors, secure city-wide sponsorships, and recruit new companies and donors; experience securing five and six-figure sponsors and individual donors
- Direct knowledge of special event fundraising tactics is crucial, along with peer-to-peer fundraising
- Display exceptional organizational, communication, negotiation, and interpersonal skills
- Outstanding written and oral communication skills, including large and small group presentations
- Ability to apply sound judgment in decision making
- Possess problem-solving skills and be solution-oriented
- Ability to work in a fast-paced grassroots environment
- Ability and willingness to travel and work nights, weekends, etc., as the need arises
- You must be willing to travel within your territory daily as well as occasional travel to other locations in the region

Required Qualifications

- Passionate about creating opportunities for upward mobility for college students of color.

Classification:

Full-time, Hybrid

Location:

Charlotte, NC

Compensation & Benefits:

The position of Associate Director of Development is salaried, exempt, and therefore not subject to overtime rules of the Fair Labor Standards Act.

The salary range for this role is **\$60,000-\$65,000**. This position is eligible to participate in the following benefits:

- Healthcare Stipend paid monthly
- Paid vacation – awarded 100 hours three months after the employment start date.
- 15 Paid Holidays



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To Apply:

Qualified applicants should submit a resume, cover letter, and writing sample to **jonathan@gardhouse.org**. Email subject line should read "Associate Director of Development Applicant -[Applicant name]." **Please do not call.**

Hiring Process:

The hiring process will entail three rounds of interviews.

- Round 1: Week of 1/23/23
 - Initial screening
- Round 2: On 2/6/23
 - Work sample submission
- Round 3: Week of 2/20/23
 - Panel in-person interview

All prospective new hires must complete a criminal background check prior to receiving an offer of employment.

Ideal start date: Week of March 6th, 2023