



DEVELOPMENT & MAJOR GIFT DIRECTOR

Position Overview

Create and oversee the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources in collaboration with the Board of Directors and the Executive Director. Oversee all fundraising activities to ensure that fundraising goals are being met. Review trends in the community or region and adapt fundraising strategies as necessary.

ESSENTIAL JOB FUNCTIONS & DUTIES

Fundraising Strategy and Planning

Objective: Spearhead and strengthen the overall development and fundraising function for the organization.

- Creates and implements an annual development plan, with support from Executive Director, Development Committee and Board of Directors, that specifies fundraising strategies for maximizing foundation and corporate grants, special events revenue, and individual donor contributions.
- Prepares research for solicitations and prospecting as needed for the Executive Director.
- Identifies and pursues grant opportunities from appropriate foundation and corporate sources, and expands institutional outreach and relationships.
- Manages special event strategy to further support from individual donors and corporate sponsors.
- Design and implement systems that track prospective and current donors.
- Closely follows and builds on calendar of donor communications including overseeing direct mail appeals, donor surveys, and timely updates.
- Manages various cultivation events and special initiatives to identify prospective donors.

Grants Management

Objective: Manage grants process, including proposals, applications, mid-term and final grant reports.

- Writes compelling, timely, and complete proposals that successfully meet the requirements of potential funders; develops and maintain contacts with current and potential funders; coordinates site visits; and prepares required reports.
- Produces high-quality content and supplementary materials for grant submissions.
- Oversees the mid-term and final grant reporting processes with all internal and external stakeholders under the guidance of Executive Director.

Donor and Board Relations

Objective: Steward existing donors, cultivate new prospects and manage Board relationships.

- Work with the Executive Director to liaise with the Board of Directors to promote additional development opportunities with individual donors.
- Work with Executive Director to prepare fundraising and communications related updates to the Board of Director.

Partnership development and leadership support

Objective: Build relationships within the community that will enhance the quality and impact of the work.

- Attend meetings with the Executive Director and local representatives.
- Attend community gatherings to form new partnerships with other organizations with aligning missions.
- Provide support (i.e. taking notes, providing research, assisting in planning and coordination) to the Executive Director in external and internal meetings.
- Represent the organization at local events and meetings.

Requirements and Qualifications

- A minimum of five (5) years experience as a Development or Fundraising employee in a nonprofit environment, with a track record of success in cultivating individual and corporate donors.
- Experience interfacing with corporate partners, engaging employees, and leveraging resources to benefit the organization.
- Experience promoting and managing previous annual giving programs is highly desirable.
- A strong sense of fundraising ethics and practices, and respect for confidentiality of donor information; understanding of database management, gift processing and donor relations.
- Proven ability to work cooperatively to achieve common goals; support cooperation, collaboration and the sharing of information while providing the best quality product available and continuously upgrade standards to maintain quality.
- Demonstrated analytical and fundraising skills with the ability to recognize opportunities, identify critical, high pay-off activities and prioritize them to attain goals.
- Experience with volunteer management is highly preferable.
- Excellent verbal and written communication skills.
- Excellent skill and understanding of computer and constituent software required; Proficiency in MS Office and Google programs. Bloomerang knowledge strongly preferred.
- Local contacts, relationships, connections, and resources within the Charlotte; North Carolina or South Carolina areas that may be considered beneficial in helping to reach short- and long-term fundraising goals.
- Knowledge of federal and local legislation affecting charities.
- Proficiency in fundraising or contact management software, preferably Bloomerang.

Parkinson Association of the Carolinas' became a 501 (c) 3 nonprofit in 2002 and its mission is: "to serve as a resource for individuals and their families who are affected by Parkinson's disease in the Carolinas, through education, community outreach, and direct support." www.parkinsonassociation.org

If you are interested in joining our team, please send your resume to pac@parkinsonassociation.org.