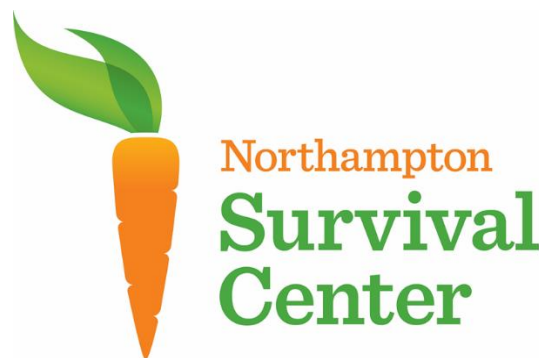


NOW HIRING



Job title: Development Director

Classification: Full-time (35 hours), Exempt

Reports to: Executive Director

Salary range: \$55,000 to \$65,000 based on experience

Benefits: Individual health plan subsidized at 70% by the Center. Dental benefits and 401k matching benefits are also available. Holidays and paid time off.

Location: Northampton Survival Center, 265 Prospect Street, Northampton, Massachusetts; some remote work possible

Summary: The Northampton Survival Center seeks a dynamic and experienced fundraising professional to lead a comprehensive development program, including annual and major giving; donor prospecting, cultivation, stewardship, and communications; planned giving; grant research and management; and gift and donor data management. The Development Director has lead responsibility for the creation, implementation, and assessment of the Center's development and communication strategies.

This position offers an exciting opportunity to create and implement a wide-ranging development strategy to lead our fundraising efforts in new and thoughtful directions. With a current budget of just over \$1 MM, the Center enjoys broad and robust community support based on strong relationships throughout the community. To further professionalize our fundraising efforts, this new position will help systematize and then build creatively on these beginnings to help fund our rapidly growing program.

TO APPLY:

Applications are accepted online only and on a rolling basis until December 10, 2021, or until the position is filled. To apply, please email resume and letter of interest to Heidi Nortonsmith at heidi@northampton Survival Center.org. Applications without cover letter will be considered incomplete.

ESSENTIAL FUNCTIONS

Annual Fundraising

- Plan, design, and implement direct/electronic mail fundraising campaigns and donor communications
- Coordinate the process of soliciting, recording, and acknowledging gifts, and in-kind donations from individuals and organizations

- Work with the Executive Director and Office Manager to personalize donor solicitations and appreciation
- Expand the planned giving, multi-year giving programs
- Renew new donor protocol and collateral, and other development expansion efforts
- Facilitate regular outreach to donors needing special acknowledgement as well as friends of the Center who should receive condolence cards or other correspondence
- Solicit professional groups and businesses to get involved with the Center
- Coordinate with print shop and graphic designers in publication of newsletters, direct mail pieces, and other materials as needed
- Keep abreast of news and other activities involving or of interest to our donors and volunteers

Major Gift Cultivation

- Identify, research, and cultivate new major gift prospects
- Develop and manage prospects; create moves management tracking
- Direct and support donor/prospect cultivation meetings with the Executive Director

Public Relations

- Work with staff to coordinate outreach and respond to individual and group efforts to assist the Center with fundraisers, food drives, in-kind donations, and other community support efforts
- Create content and direction of the communication strategy
- Manage social media, email, press releases, and other outreach efforts
- Attend networking events to promote organization mission and cultivate community partnerships

Grants

- Research grant opportunities, write or work with others to write proposals, and submit applications in consultation with the Executive Director
- Manage the grants program tracking opportunities, applications, and report deadlines

Events Management

- Help plan, coordinate, and follow up on annual fundraising and donor stewardship events
- Serve as staff liaison to Events Committee
- Attend and participate in Event Committee meetings

Database Management

- Help hire and train, and then supervise a part-time Development Assistant responsible for gift entry and database cleanup

- Coordinate with other staff in the management, recording, tracking, and reporting of gifts, pledges, grants, and other funds
- Manage donor database including updating donor records, compiling biographical information, cleaning up duplications, checking for donor and donation data integrity
- Assure adherence to processes and procedures for gift handling, recording, and acknowledgement consistent with established professional standards and best practices
- Create, run, and troubleshoot queries for targeted mailings, financial and analytical reports
- Utilize the donor database features and other tools to enhance giving and communication

EXPECTED HOURS OF WORK

- 35 hours a week
- NSC staffing hours have changed with COVID and they may change again. Currently, the schedule is Monday-Friday, 9am-4pm. There is a potential to shift one or two days to include some weekday evening hours, as our schedules adapt to the needs of our clients
- Some weekend work is required, just a few times a year
- Most work is performed at the Center; some remote work is possible

TRAVEL

- Some occasional local travel for donor cultivation, meetings, and events

QUALIFICATIONS

- Minimum of three to five years fundraising
- Minimum of two years of staff management/supervisory experience
- Proficiency in use of fundraising databases, query building, donor research tools, Microsoft Office programs, Google Drive, and digital/social media communication tool
- Experience with Donor Pro or Salsa CRM a plus
- Grant writing experience a plus
- Experience overseeing gift/donor management systems
- Experience building data-driven mailing lists and data-driven fundraising strategy
- Excellent written, telephone, and interpersonal skills
- Excellent organization and time management skills
- A willingness to move flexibly and capably among a variety of tasks in a fast-paced setting
- Sensitive to the needs of persons in crisis and has experience/interest in working in multicultural settings
- Valid Massachusetts Driver's License

ADDITIONAL ELIGIBILITY REQUIREMENTS

- Must successfully pass a background check
- Must have reliable transportation

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The Center is a fast-paced office environment where the phone rings and visitors request entry all day long. The organization thrives with a dedicated, collaborative, and collegial staff who pitch in when needed to fulfill the mission of improving the quality of life for low-income individuals and families throughout Hampshire County.

The position primarily works indoors in a climate-controlled environment. Must be able to lift 30 pounds occasionally. Frequent computer work, typing, writing, talking on the phone and in person, walking, standing, sitting, and carrying required.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

COVID CONSIDERATIONS

The Northampton Survival Center requires employees and volunteers to be fully vaccinated. The organization follows CDC and State guidelines regarding COVID-19.

The [Northampton Survival Center](#) is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability status, or any other characteristic protected by federal, state, or local laws.