

Job Title: Director of Development

Reports to: Chief Executive Officer

Supervises: N/A

Status: Full-time, Permanent

Location: New Orleans, La

Job Summary: The Director of Development will be responsible for developing and implementing a fundraising strategy for Agenda for Children; including planning, directing, and coordinating major fundraising activities and special projects. He/she will also be responsible for helping to develop and support key relationships with individuals, corporations, philanthropic organizations, and non-profit organizations in an effort to enhance Agenda's support for children and families in Southeast Louisiana.

Job Code: R210

Responsibilities:

1. Development Activities

- Lead Agenda's overall fundraising efforts to generate financial support for the organization and its programs.
- Create and manage department budget.
- Develop, implement, and monitor annual fundraising plan and strategy.
- Train and lead staff to support fundraising and marketing/public relations efforts.
- Write grant proposals to support specific initiatives and programs as well as to support the overall operation of Agenda.
- Report regularly on fundraising activities.
- Join professional associations that strengthen personal and professional knowledge and skills.

2. Relationship Management

- Become deeply familiar with Agenda's operations and programs to connect with donors' mission.
- Cultivate and nurture relationships with current and potential corporate and foundation sponsors and individual donors.
- Represent Agenda at external networking events and conferences.
- Develop and grow individual donor base; manage annual giving campaign; cultivate major gifts.
- Serve on committees that support the work of the organization.
- Manage and maintain donor database.

3. Marketing and Communications

- Implement marketing and public relations strategy to generate philanthropic support for Agenda and its programs.
- Offer leadership and guidance on all aspects of Agenda's branding (website, social media, events, internal and external marketing collateral, and other projects).

4. Board of Directors

- Staff board of directors development/fundraising committee.
- Attend board meetings to provide updates on department activities.

Qualifications:

The successful candidate must meet the following qualifications:

- Bachelor's degree or higher in a related field;
- At least 10 years direct work experience in fundraising with measurable success;
- Knowledge of and experience working in southeast Louisiana;
- Demonstrated knowledge of marketing and public relations to support fundraising efforts;
- Demonstrated ability to write clearly and persuasively;
- Strong research, organizational skills and attention to detail;
- Strong verbal communication ability and interpersonal skills;
- Demonstrated knowledge and experience in event planning;
- Strong computer skills and knowledge of database programs.

To apply:

Submit a resume and cover letter to applications@agendaforchildren.org. Please reference the Job Code(s) for the position(s) you are responding to.

Applications accepted until positions filled.

No phone calls please.

Compensation

Commensurate with experience.

Agenda for Children is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, gender, color, religion, national origin, age, marital status or disability.