



Job Description

Director of Development

PERSONAL TRAITS

- Passion, advocacy and excitement for the mission of the Manatee Community Action Agency
- Intellectual curiosity, confidence and ability to apply the experience of traditional development skills to an organization that will transform lives forever.
- Poise, credibility and relationship skills to work with diverse constituencies
- Strong personal work ethic with a sense of humor and perspective
- Entrepreneurial, creative style
- Integrity and honesty
- Team-orientated and mission-driven professional with a desire to create and build
- Collaborative

DUTIES AND RESPONSIBILITIES

- Develop and implement a comprehensive fundraising plan in partnership with the CEO
- Serve as the organization's major gift fundraiser, identifying, cultivating, soliciting and stewarding key donors and prospects
- Build a strong portfolio of major gift prospects and donors working with the CEO
- Develop a data base of donors and prospects
- Plan and coordinate and oversee all special events
- Develop and implement an ongoing annual giving program
- Create an external Marketing plan which includes creating an Philanthropic website, newsletters and social media campaign
- Remain up-to-date on current fundraising, being used in the nonprofit sector as well as current tax law affecting charitable giving
- Act as an advocate for the agency in governmental activities and in making presentations countrywide to promote the mission and goals of the agency

Ideal Candidate

- A deep, abiding passion for the mission and goals of the agency
- Belief and support in donor-centered philanthropic culture
- Proven ability to articulate a compelling vision and inspire board, staff, donors, volunteers and public to achieve it

- High emotional intelligence and ethical standards
- A high degree of self-motivation, ingenuity, and creativity
- Open minded, adaptable and collaborative
- Ability to maintain positive and authentic relationships
- Comfort and confidence in asking for and closing major gifts
- Enjoy working in a fast-paced, dynamic and quickly changing environment
- Highly organized with attention to detail
- Excellent at follow-through and donor customer service
- Commitment to diligently documenting contact information, prospect research, and interaction reports
- Excellent verbal and written communication skills
- Ability to write clear, concise, and compelling proposals, letters, reports and grants
- Proficient in donor management software
- Willingness to be mentored and/or mentor others

Qualifications

Minimum qualifications include a bachelor's degree, 5 to 10 years of development or related work experience, and demonstrated success in marketing, communications, and fundraising. A background in either a for profit or non-profit environment in a staff position or volunteer leadership role is a plus. Human Service experience and CFRE is a plus.

Submit letter of interest and resume along with salary requirement to Mary Beth Bos, CFRE at marybeth@mbjgroup.com by October 20, 2017.

Manatee Community Action Agency programs provide quality services to children and their families. Early Head Start and Head Start delivers quality child development programs for children from birth to five years old. An array of funding allows MCAA to provide many family support programs which includes energy assistance, housing counseling, housing weatherization, parent's instruction, children's developmental screenings, parenting instruction as well as assistance with job readiness, tax preparation and a computer lab which is open to the public. In 2015, MCAA provided services to over 11,000 families in 5,000 households.

