



Title: Director of Development

Reports To: Executive Director

Summary: The Director of Development supports **I Know I Can's** mission to inspire, enable and support students in pursuing and completing a college education by leading the organization's donor relations and fundraising initiatives, with a goal of generating at least \$4 Million in revenue annually. Primary responsibilities include: identifying and cultivating major donors, leading annual giving campaigns, engaging with the Board to secure their support of fundraising activities, connecting with corporate and community foundations to identify grant and sponsorship opportunities, leading digital/online giving efforts, planning events, and more. This position holds responsibility for expanding and diversifying **I Know I Can's** donor base and works closely with other team members to secure funding for operations, new programs and initiatives.

Key Responsibilities:

- Develops and executes a strategic fundraising plan in collaboration with the Board of Directors, Executive Director and Director of Grants.
- Expands the donor and funder prospect pool by conducting prospect research on individuals, foundations and corporations.
- Cultivates relationships with donors and funders directly and/or by guiding and coaching other team and Board members.
- Grows the organization's annual direct mail campaign.
- Develops, plans and implements online/digital giving efforts through the creation and maintenance of a branded fundraising page.
- Increases visibility in local corporate/public sector employee giving campaigns.
- Implements peer-to-peer giving strategy.
- Develops a major gifts program that integrates planned giving.
- Collaborates with PR Manager to articulate and promote a clear fundraising message and case for support.
- Maintains fundraising database and tracking system.
- Manages the donor recognition and acknowledgement process.
- Represents **I Know I Can** in the community by attending and/or speaking at public events.
- Plans and leads fundraising events.
- Directs and manages employee and board fundraising drives.
- Manages junior-level development staff, as appropriate.
- Provides regular development reports to Executive Director, board-level PR/Development Committee and Board of Directors.

Key Qualifications, Competencies and Attributes:

- Undergraduate or graduate degree preferably in English, journalism, education, marketing

or business.

- Minimum of 5 years of experience in a non-profit or similar environment that included fund development.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others.
- Knowledge of grant proposal and report requirements of private and public funders.
- Excellent writing skills with the ability to produce grammatically correct, substantive and persuasive proposals, reports and correspondence.
- Excellent communication and interpersonal skills required.
- Exceptional networking, relationship-building, team-oriented skills with political savvy and ability to connect organizations to achieve common goals.
- Resourceful and creative with attention to detail.
- Strong organizational skills.
- Ability to work in a fast-paced environment.
- Ability to work with professional and support staff in accomplishing responsibilities.
- Ability to meet deadlines and work on multiple projects simultaneously.
- Excellent knowledge of Microsoft Office (PowerPoint, Excel, Word).
- Prefer working knowledge of fundraising software.

Compensation:

I Know I Can offers competitive compensation and benefits package, including medical, dental, vision, 401K plan, vacation, life insurance and long-term disability coverage.

About I Know I Can:

I Know I Can is a non-profit college access organization established in 1988 with a mission to inspire, enable and support students as they pursue and complete a college education. **I Know I Can** achieves its mission by providing access to the materials, financial support, mentoring, and counseling services needed to help students and their families overcome barriers and achieve their college dreams.

Interested candidates should send cover letter and resume to:
Kim Hayes, Director of Finance and Operations
employment@iknowican.org

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