



Associate Director of Development

Development

Position Summary:

Father Bill's & MainSpring (FBMS) is seeking an experienced fundraising professional to manage activities related to FBMS' annual fund, with the goal to raise approximately \$2M annually. Reporting to the Chief Development Officer, the Associate Director of Development ensures the smooth day-to-day operations of the development office. The position will oversee staff, activities, software/systems, and budgets connected with soliciting, retaining, and growing individual, foundation, and corporate donors, as well as volunteer support. The position will also retain a small portfolio of mid-size to major donors (\$5,000-\$25,000). The ideal candidate is an experienced fundraiser with expertise in relationship management, both internally and externally, has the capacity to think creatively and strategically, and possesses excellent management and organizational skills.

Essential Responsibilities:

- Oversee execution and management of a comprehensive annual fundraising program, which includes management of five staff in areas of individual giving, corporate and foundation giving, events, database management and volunteer coordination; monitor, measure, and evaluate progress toward goals and objectives.
- Work with CDO to establish revenue goals for fiscal year; develop and manage expense budget for development activities.
- In coordination with CEO and CDO, provide strategic direction and short- and long-term planning to grow FBMS fundraising program to build capacity to realize both overall annual fund goals and increase the capacity for FBMS campaigns to achieve fundraising goals.
- Manage a portfolio of ~50 mid-size to major donors with capacity to increase giving and commitment to FBMS. Focus on effective engagement activities with donor segments identified as having potential for the greatest growth.
- Direct weekly team meetings: foster the growth of best practices and support professional development opportunities for the team.
- Coordinate and lead prospect management meetings.
- Participate in cultivation and fundraising events.
- Evaluate fundraising tools, software, and systems; as needed, RFPs for vendors and outside consultants to support annual fund plan execution and manage contracts appropriately.
- Work with Community Relations and Marketing Manager to develop and manage consistent messaging to donors and prospects that aligns with overall FBMS messaging and communications.

Requirements:

- Minimum 5-7 years of progressive development experience, with at least 2 years of management experience. Preference given to candidates with experience in fundraising for human services.
- Demonstrated success cultivating meaningful relationships with volunteers and donors.



- Graduation from a recognized college or university with a bachelor's degree required.
- Excellent computer skills required with knowledge of Microsoft Office Suite, preference given to candidates with knowledge/experience of Raiser's Edge or similar program.
- Strong project management skills.
- Experience developing and monitoring revenue projections and expense budgets.
- Evidence of mature judgment and ability to develop entrepreneurial and strategic plans to motivate prospects and donors.
- Demonstrated ability to work within an organization emphasizing teamwork, respect, and excellence.
- Ability to build and nurture effective working relationships, motivate, set and attain individual and team goals.
- Excellent oral and written communication skills.

Skills & Competencies:

- Empathy: An understanding and empathy for those dealing with homelessness and related issues.
- Professionalism: Maintains the highest level of professionalism in the delivery of services, building of relationships, collaboration with co-workers, and representation of Father Bill's & MainSpring within the organization and the community.
- Communication: Speaks appropriately in positive and/or negative conversations with supervisors, co-workers, volunteers, donors and constituents; Articulates the goals of Father Bill's & MainSpring.
- Record-Keeping: Routine clerical or record-keeping incidental to the essential responsibilities of the job (including, but not limited to, data entry and case file updates).
- Job Knowledge: Possesses the practical and technical knowledge required on the job.
- Attendance: Acceptable overall attendance record, consistently at work and on time.
- Reliability: Relied upon regarding task completion and follow-up. Follows instructions, responds to management direction and solicits feedback to improve performance.
- Initiative: Seeks out new assignments and is willing to be flexible with additional duties.
- Adherence to Policy: Follows safety and workplace expectations, regulations and processes as defined in the Employee Handbook.
- Work Ethic: Demonstrates a commitment to the Mission and adheres to the Operating Principles of Father Bill's & MainSpring and works as part of a team toward a common goal.

Other:



Father Bill's & MainSpring

NOBODY SHOULD BE HOMELESS

- Safety & Security: Actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Physical Demands: *The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations under the Americans with Disabilities Act (ADA) may be made to enable individuals with disabilities to perform the essential functions.*
- Must be able to verbally convey detailed information or important instructions or ideas accurately or quickly. Must be able to hear average or normal conversations and receive ordinary information. Average visual acuity is necessary.

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of the employee. Other duties as assigned may be part of the job.

Please send cover letter and resume to employment@helpfbms.org. Please note “Associate Director of Development” in the subject line.

Father Bill's & MainSpring is an equal opportunity employer.