



Job Description	Development Director and Donor Engagement
Position Type	Exempt, Full-Time
Completed on	September 23, 2024

Position Summary:

Responsible to plan, grow, promote, and implement the overall donor development initiatives for ANSWER Scholarship. The Donor Development Officer will target and cultivate new and existing relationship designed to raise the funds needed to sustain and expand ANSWER Scholarship.

Job Responsibilities

- Working directly with the Executive Director, Board of Directors, and staff, to target, diversify and grow revenue streams.
- Required to work virtually primarily and attend in-person meetings and events as required.
- Develop a long- and short-term donor strategy and implement the plan.
- Identify and stabilize the key donor base of corporate and high net-worth individuals, to build sustainable relationships and secure funding.
- Target and create relationships with potential donors and supporters to grow the donor database and expand donor revenues.
- Identify and implement an ongoing communication plan including touch frequency, communication methods and messaging designed to educate and build strong support from our potential and existing donors.
- Build a pipeline of prospective funders for ANSWER by researching, identifying, and cultivating new corporate, foundation, and individual prospects.
- Collaborate with ANSWER staff to create solicitation materials to communicate with prospects and current donors.
- Have access to and update as needed the donor database to maintain accurate information.
- Regularly provide to the board of directors with donor reports including but not limited to; strategic plan, targets, current status, communication plans, donor development activities, and other information as requested.
- Attend, assist with and participate in fundraising activities as needed.
- Maintain a positive relationship with volunteers and development staff.
- Represent the ANSWER Scholarship organization in a professional manner that is consistent with the image and mission of the organization.

Required Skills/Abilities:

- Self-Motivated – ability to take initiative, be quick and have an entrepreneurial spirit.
- Thorough understanding of development and fundraising in the non-profit field.
- Ability to communicate design ideas to the board of directors, volunteers, and staff, listening to their ideas, needs and interests, communicate with confidence, and present as the subject matter expert.
- Selling or Influencing Others – convincing others to make donations, change their minds or actions.
- Ability to succeed in a virtual work environment.
- Developing Objectives and Strategies – establishing long-range objectives and specifying the strategies and actions to achieve them.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Administration and Management — Knowledge of business and management principles involved in resource allocation, human resources modeling, leadership technique, event planning, and coordination of people and resources.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Complex Problem Solving and Decision Making— Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Analyzing information and evaluating results to choose the best solution and solve problems
- Organizing, planning, and prioritizing work: developing specific goals to prioritize, organize and accomplish work.
- Coordination — Adjusting actions in relation to others' actions.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Communicating with Board of Directors, Peers, Volunteers and other staff members — Providing information by telephone, in written form, e-mail, or in person.
- Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Education and Experience:

Bachelor's degree in Business Administration or Liberal Arts.

5+ years' experience in fundraising and/or development in the non-profit world.

Passion for the organization's mission and vision.

Robust understanding of non-profit landscape and critical connection points with donors.

Knowledge of grant writing and funding process.

**2024-2025 Compensation and Incentives – Development Director and Donor Engagement
- Exempt**

Annual starting salary \$50,000 which is paid at the beginning of each month for the previous month. This is a W-2 position.

1. Base salary of \$50,000
2. Incentives for new funding and increased funding
3. Routine time off – notify Executive Director in advance of leave.
4. 32 hours per week – flexible hours
5. Remote – greater Charlotte area