



Job Title: Development Director

Reports to: Chief Development Officer/Board Chair

Ice in Paradise is a non-profit ice skating arena, in Goleta, Ca. Our mission is to provide a wide variety of recreational ice-skating programs for all members of our community to enjoy at affordable prices within a state-of-the-art facility. We strive to deliver this within a safe, friendly and fun environment with unparalleled customer service. We rely not only on rink user fees, but also annual donations, grants, major gifts, sponsorships, our “buy a brick” program, and continued community support to ensure we have the highest quality equipment and facilities available and accessible to all.

**Job Summary:**

The Ice in Paradise Development Director is responsible for planning, organizing, and directing all fundraising activities, including major gifts, annual giving, grant writing, special events, and soon to be launched endowment campaign. The Development Director works closely with the Chief Development Officer, Board Chair, Staff, and Board of Directors in all development and fundraising endeavors.

**Key Responsibilities:**

- Identify, cultivate, and solicit new major donors and planned gifts.
- Maintain and enhance relationships with current major donors.
- Manage and steward donor database (Currently DonorPerfect), ensuring that all gifts are accurately recorded, acknowledged, and tracked.
- Research and identify new funding opportunities, including foundation and corporate grants.
- Work closely with the Board Chair and Board of Directors to develop and implement fundraising strategies and plans.
- Write compelling grant proposals that align with the mission and priorities of Ice in Paradise.
- Cultivate and maintain relationships with current and prospective donors, including individuals, corporations, municipalities, and foundations.

#### Qualifications:

- Bachelor's degree in nonprofit management, communication, business administration, or a related field preferred.
- Minimum of 3-5 years of demonstrated success in nonprofit fundraising and donor engagement.
- Strong written and verbal communication skills, including the ability to write compelling grant proposals and fundraising appeals.
- Ability to work independently and collaboratively with a diverse group of stakeholders, including donors, volunteers, and staff.
- Excellent organizational and project management skills, with the ability to prioritize and manage multiple projects simultaneously.
- Competent using multiple platforms including donor management software, email, cloud computing, google suites, social media, with flexibility to learn and implement emerging technologies.
- Demonstrated success in major gift solicitation and donor stewardship.
- Passion for our mission and the ability to effectively communicate that mission to donors and stakeholders.
- Ability to maintain confidentiality and discretion with sensitive donor information.

#### Salary:

Base salary is \$85,000 and may be adjusted commensurate with experience. Employees enjoy discounted rates for ice skating.

#### To Apply:

To apply, send a cover letter describing your qualifications, along with your resume, contact information for three professional references, and written samples of your previous work relevant to this position to [development@iceinparadise.org](mailto:development@iceinparadise.org). No phone calls, please.