

Development Director Job Description – Full Time

Changing Lives Division

Work for the #2 Best Places to Work in Micro Business and ranked #7 Largest Non-Profit in Cultural-Education by Phoenix Business Journal, 2023!

We offer an exciting opportunity to use your skills, expertise, and creativity: The Director of Development is responsible for working with the CEO, Leadership Team and Changing Lives Division team to develop and execute comprehensive fundraising strategies from diverse sources to increase revenue for the Changing Lives Division to further support underserved students. The Director of Development will have clear fundraising goals for the Changing Lives Division and will collaborate, implement, monitor, evaluate, and report on strategies to achieve goals. The individual will have marketing, team and sales support for each strategy, tactic, and event.

Primary Responsibilities

Working with the CEO and Leadership Team, Development Director, Assistant Development Director, and Marketing Associate, the Development Director will:

- Develop donor relationships with individuals and corporations capable of donations and major gifts with the goal of raising in excess of \$1m annually as a division.
- Identify, cultivate, solicit, and steward relationships with individual major contributors.
- Leverage multi-channel fundraising, as well as sponsorships, and special events, to create awareness for the Changing Lives Division.
- Engaging storyteller, contribute and collaborate on marketing, messaging advertising and online solicitations, in addition to regular constituent engagement pieces, through both traditional and new channels.
- Maintain Salesforce integrity of data collection; work with associates to maintain prospect contribution records to ensure accuracy of information for contacts, biographies, meetings, gift entry, and acknowledgements.
- Build stewardship, cultivation, and solicitation strategies, engaging key staff and board members as appropriate in donor relationships.
- Evaluate and implement internal systems, metrics, policies, and procedures for efficiency and effectiveness for the division's development efforts.
- Contribute to a healthy culture internally and externally that will attract staff, board members, donors to the organization and inspire excellence in fundraising.
- Occasional evening and weekend event attendance may be required.

Qualifications:

- Commitment and passion for the organization's mission – "We provide scholarships to underserved children to change lives, serve society and transform culture"
- Positive, "can-do" attitude and desire to help the community
- BA/MA or equivalent experience
- Certified Fund-Raising Executive (CFRE) preferred
- Experience with Salesforce
- Seven years' experience in progressively challenging fundraising roles
- Professional experience in nonprofit leadership, with demonstrated success achieving goals
- Comfort with public speaking and direct solicitations, inspiring to others
- Tangible experience of having expanded and sustained donor relationships over time
- Exemplary communication skills, both written and oral; ability to influence and engage a wide range of donors
- Strong organizational and time management skills with exceptional attention to detail
- Deep understanding – and ability to articulate – Individual, Disabled/Displaced and Low-Income Corporate Tax Credits
- Sound work ethic, good problem solving, emotional intelligence and conflict solution skills
- Tech savvy, Google Docs, Salesforce, IWave, Crescendo MS Word, PowerPoint and Excel
- Possess an Arizona Drivers License, and comply with auto insurance requirements as set forth by the Diocese of Phoenix
- Pass background screening and Comply with Safe-Environment policy from the Diocese of Phoenix
- Model Servant Leadership

Job Type: Full-time

Salary Range:

- \$85K – \$100K

Benefits:

- Healthy culture built on trust, value, respect, and fun!
- Ranked #7 Largest Cultural – Education Organization, Phoenix Business Journal
- Ranked #2 Best Places to Work, Micro Business, Phoenix Business Journal
- Paid time off in accordance with the Diocese of Phoenix HR Policy, and additional CEA days (Birthday, Christmas Eve, Day before Thanksgiving)
- Medical, Vision, Dental & Prescription Insurance
- Flexible Spending Accounts (Medical and Dependent Care)
- Life insurance
- 403b Retirement plan
- Pension Plan
- Cellular phone reimbursement

- Health reimbursement
- Mileage reimbursement
- Short Term Disability
- Long Term Disability
- Telehealth & Employee Assistance Programs

Interested candidates should send Cover Letter and Resume to Deb Preach, Chief Operating Officer at dpreach@ceaz.org