

A Stepping Stone Foundation

Director of Development

About A Stepping Stone Foundation: Founded in 1989, A Stepping Stone Foundation (ASSF) has had the honor of serving more than 4,000 low-income adults, children, and families through our Literacy Elevates Arizona Families (LEAF) Program and higher and postsecondary initiatives. In 2000, ASSF began a post-secondary scholarship program for former preschoolers and has awarded more than \$250,000 to 154 unique students.

About this position: ASSF is seeking an exceptionally motivated candidate(s) to serve as a full-time Director of Development. Under the direction of the Executive Director, the Director of Development will work to develop and implement the organization's fundraising plan in order to fulfill its missional goals. The Director of Development will help foster lasting relationships with diverse communities and cultivate and manage relationships with multiple stakeholders to further serve our community. The responsibilities of this position are in alignment with ASSF's mission and financial objectives.

KEY ROLES AND RESPONSIBILITIES

Leadership and Planning

- Develop, with the Executive Director, a comprehensive annual fundraising plan and strategies based on the board-approved budget. This plan would include specific strategies for individuals, grants, special events, foundations, and corporate engagement.
- Execute ASSF's fundraising plan and work closely with the Executive Director to adjust strategies as needed.
- Work with the Executive Director, the Board of Directors, volunteers, and others to identify, cultivate and solicit annual, major, and planned gifts.

Fundraising

- Responsible for all stages of donor pipeline management, including identification, cultivation, solicitation, and stewardship with the objective of broadening the prospect pool, increasing the number of active donors, and growing annual revenue.
- Responsible for core fundraising metrics including high-impact contacts with prospects, identification of new prospects, major gift opportunities submitted, and funds raised.
- Proactively manage a major gifts program with a portfolio of donors developing and executing strategies leading to solicitation and investment that leverage the donor's interests and connect them to the ASSF's opportunities.
- Prepare major donor briefings for the Executive Director and volunteer leadership
- Organize and attend major donor cultivation events.
- Responsible for planning and executing a planned giving program.
- Responsible for the creation and execution of the ASSF's stewardship activities.
- Manage grants programs. This includes stewardship of existing grants. Research and identify and apply new grant opportunities. Oversee contracted or volunteer services and cultivate relationships with granting organizations once submitted. Perform all grant reporting for awards received.
- Plan, organize, and execute special events. Under the direction of the Executive Director and the Board of Directors plan, organize, and execute special events including an annual gala, donor events, and others as needed. Working some evenings and weekends are expected.
- The Director of Development may perform other duties as assigned that are related to the position.

Communication and Culture

- Work with the Executive Director and related consultants and contractors to manage PR and communications with regard to development activities and programming to ensure brand integrity and key messages delivered across all platforms.
- Create and manage content for an Annual Report, website, social media sites, and other ASSF print and electronic materials related to promoting ASSF's mission and programs.

- Create and manage a communications calendar.
- Encourage paid and volunteer staff in their ongoing support of ASSF to foster a culture of philanthropy.
- Maintain a climate that attracts, keeps, and motivates a diverse staff, interns, and volunteers.

Administrative

- Maintain official records and documents, and ensure compliance with federal, state, and local regulations. Ensure charitable and non-profit status is maintained.
- Support preparation for board meetings.
- Participate in standing committees as needed.
- Attend and/or present to the Governing Board when requested.
- Maintain the ASSF's CRM including data management, data entry, and reports.
- Oversee the management of the donor database and fundraising records and the creation of reports for the Board and Executive Director to track progress to annual goals and the strategic plan.

Minimum Qualifications

- Bachelor's degree in related fields. A minimum of three years of relevant experience, preferably in the nonprofit/education sector, with a proven track record in securing significant gifts, building and maintaining long-term relationships with donors.
- Excellent, demonstrated oral and written communication skills.
- Demonstrated ability to work effectively with diverse people and communities, contribute to a collaborative team, and be people-oriented.
- Ability to work well independently and within a multi-disciplinary team environment, managing multiple projects and priorities, and working cooperatively to meet internal and external requests.
- Excellent interpersonal skills, including the ability to listen and be responsive to partners, professional advisors, philanthropic partners, staff, and the Board of Directors.
- Demonstrate attention and accuracy to detail and the ability to maintain confidentiality, be able to manage multiple projects simultaneously in a fast-paced environment.
- Possess proficiency in working with the donor database system, Microsoft Office products, including PowerPoint, and basic graphic design software (Adobe Photoshop or In Design).
- A track record as an exceptional communicator, in writing as well as verbally; adept at writing solicitation letters, donor correspondence, proposals, and other kinds of material for publication; experience preparing and making effective presentations to diverse groups large and small.
- Broad-based knowledge of various development campaign activities including: Internet, direct mail, social media, proposal and grant development, annual fund, event planning, and management, direct solicitations, leveraging fundraising databases and support systems for donor
- CFRE preferred.
- Bilingual in English and Spanish preferred.

Background Check Statement: A Stepping Stone Foundation conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon the successful passing of the background and fingerprint checks.

Compensation Package: \$50,000 - \$60,000 per year; DOE. Includes medical, dental, eye insurance stipend. Includes vacation and sick time. This position is eligible to participate in the 401k program after one year of employment.

Instructions to Apply: A resume and cover letter should clearly illustrate how prior knowledge and experience meet the qualifications of this position. Your resume should include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties, and name of employer for each position. Please submit your cover letter and resume to search@geronimoconsulting.org. Open until filled; the first review of applicants will begin the week of July 26, 2021.