

Development Director

POSITION SUMMARY: Our new Development Director is an ambitious and goal-oriented professional who possesses broad knowledge of the principles of fundraising, talented in initiating and nurturing strong donor relationships, and is able to participate in all aspects of the gift cycle. They will be highly driven to achieve fundraising goals and advance business development and marketing efforts as an essential element of growing the organization.

Each year, Challenge Center provides more than 20,000 hours of transformative therapeutic services to people of all ages with severe mobility disorders and their families in an environment of hope and possibilities. Challenge Center clients in need continue to receive the physical therapy necessary to regain their independence, the assisted fitness services required to maintain good health, and the positive environment to restore their spirits... long after their health insurance coverage for these services has ended. Challenge Center's Scholarship Fund subsidizes this care for low income and underinsured/uninsured individuals, and those who have exhausted their insurance coverage.

Challenge Center has cultivated a great work environment with a culture that values creativity, inclusion, collaborative and innovative teams. We offer competitive pay; vacation, holiday and sick time; and a fully employer paid benefits package for the employee including generous health insurance coverage, vision, dental, life insurance, and paid continuing education. At Challenge Center you will see the dollars you raise at work. We are privileged to have a front row seat to the victories and small miracles our clients and staff accomplish together on a near daily basis.

We are proud to be an equal opportunity workplace for all and we celebrate the tremendous benefits of diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

This position is full time with generous benefits. Salary between \$65,000 and \$115,000 commensurate with experience and proven performance. This position reports to the Executive Director.

ESSENTIAL JOB RESPONSIBILITIES:

- Development - Direct and implement a comprehensive development program, including foundation grants, corporate giving, fundraising events, major gifts, marketing, and planned giving to achieve or exceed contributed income goals for the organization.
 - Create and nurture functional partnerships and effective collaborations with other leading healthcare and service organizations.
 - Individual Giving - responsible for initiating contact with potential donors; working in collaboration with board members, volunteers, and senior staff to develop appropriate cultivation strategies; moving potential donors toward solicitation and closure; making solicitations when appropriate; and maintaining stewardship contacts with donors.

- Grants – carry out and, as appropriate, supervise the identification and preparation of grant proposals and coordinate grants management activities (e.g. reporting).
 - Create and implement annual appeal, renewal mailings, and donor records maintenance
 - Develop sound reporting and analysis systems, accurate data management and excellent standards of donor care
 - Provide support to the Executive Director and Board of Directors.
- Marketing – in conjunction with the Executive Director, develop and implement a comprehensive marketing plan, with responsibilities that include, but are not limited to, design, direct mail, writing copy, special events management, advertising, public relations, web site, and creating brand awareness, use of social networking sites.
 - Create and communicate messages that motivate giving among individual donors, the corporate/business community and the media through the creation of regular publications
 - Coordinate the creation of marketing collateral materials including design, production, printing and distribution.
 - Create and maintain a consistent, regular presence on social media.
 - Events - Primary liaison and supervisor of Event Manager contracted for our major event, Comedy Night. Direct and manage at least two additional special events throughout the year, such as annual donor appreciation events, including recruiting and training volunteers, developing and producing associated marketing materials, supervising the acquisition and retention of corporate sponsors.
- Will require frequent lifting of 10 to 20 pounds and occasionally greater than 35 pounds.
 - Other duties as assigned

QUALIFICATIONS:

- A minimum of three years of donor relations and fundraising experience with a nonprofit organization;
- Proven track record of executing fundraising strategies in support of nonprofit programmatic initiatives
- Successful experience in educating, managing and tracking prospects and donors
- Ability to work extended hours and weekends as needed
- Ability to read, write, and speak English fluently. Additional languages proficiency very helpful
- Strong interpersonal skills and ability to convey a strong emotional message;
- Excellent verbal and written communication skills with high attention to detail
- Excellent computer skills, including Word, Excel, Power Point, Adobe graphic design, CRMs and donor database systems;
- Transportation to attend meeting throughout the San Diego region
- Ability to work effectively with volunteers and committees;
- Strong sense of ethical conduct and adherence to AFP Code of Ethics.
- Experience with online marketing, social networking, content development, Bloomerang

- Experience with branding campaigns and developing a strong position statement
- Bachelor's degree in related field.

To be considered for this position, please send a cover letter, resume, **salary requirement**, and the names of three supervisory references to: info@challengecenter.org. Please put "Development Director" in the subject line and include the information below in your cover letter. *We apologize but we are unable to consider incomplete applications.*

- Please quantify your experience increasing income from existing donors, and bringing new revenue streams online,
- Please describe your successes moving donors up to major giving levels
- Please explain how you would improve the content on our website.
- In addition, please attach 3 samples of your written communications work, (one around 500-600 words and two longer samples) that demonstrate your experience writing newsletters, annual reports, campaign materials, press releases, etc. *Please be sure to submit items where you are the sole author.*