

Women's Foundation for a Greater Memphis

The Women's Foundation is a 501(c)(3) organization serving the Mid-South area with primary focus on women and children in the Shelby County area. The mission is to promote philanthropy, foster leadership and support program that help women and families reach their full potential.

Position: Director of Development

Reports to: CEO

Category: Exempt; Full-Time

The Director of Development and the CEO work with board members to initiate, plan, and manage The Annual Fund Campaign including large and non-large donor efforts and special events. The Director is responsible for all related development efforts and revenue; supports board activities; and works to build on going pipeline of annual and giving donors to ensure a growing stream generating revenue. The Director also works to advance Women's Foundation's visibility and profile locally in partnership with board and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strategic Leadership: Develop and implement a comprehensive fundraising strategy that includes individual giving, corporate sponsorship, grants, and special events.
- Donor Relationship Management: Identify, cultivate, and maintain relationships with donors and potential donors, including individuals, corporations, and foundations.
- Fundraising Campaigns: Develop, establish, lead, and manage major fundraising initiatives, capital campaigns, and annual giving programs, ensuring goals met or exceeded. Establish annual revenue goals and a fundraising plan to include Individual Gift Campaign Plan.
- Team Management: Oversee the development team, providing guidance, motivation, and performance evaluations to ensure a productive and positive working environment.
- Financial Planning: Collaborate with the executive team to create budgets, monitor expenditures, and prepare financial reports related to development activities.
- Event Planning and Execution: Direct and coordinate fundraising events, ensuring they align with the organization's goals and enhance donor engagement.
- Public Relations: Leverage WFGM's reputation to reach out to community organizations, to cultivate relationships and develop new partnerships. Represent the organization in the community and during donor meetings or public events, enhancing the organization's visibility and reputation.
- Stewardship: Oversee development and implementation of donor recognition programs, geared to maintain high levels of donor satisfaction and long-term engagement.
- Board Engagement: Foster strong, collaborative relationships with board members. Support board members in their individual and collective fundraising efforts. Provide them with the tools and resources to effectively participate in fundraising activities. Implement a system to track and follow-up on leads and referrals provided by board members. Regularly update the Board of Directors at scheduled meetings on fundraising progress, strategies, and status of their referrals.
- Compliance: Ensure that all fundraising activities are ethical, legal, and follow best practices in nonprofit fundraising.
- Data Analytics & Reporting: Ability to monitor, analyze, consult, and report on fund-raising data, outcomes, issues, and implementation. Reconcile biweekly reports.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, attributes, skill and/or ability required.

- Creative, self-starting, organized professional with excellent organizational, leadership and communication skills, oral and written.
- Strong familiarity with local community, including non-profit and educational communities.
- Outgoing personality and enjoys collaborating with people one on one or in a group setting.

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- Ability to work independently, as well as to function effectively and collaboratively in a team environment; ability to manage multiple tasks.

EDUCATION AND EXPERIENCE

- Bachelor's Degree or equivalent.
- Proven track record in strategic planning and the successful execution of comprehensive fundraising campaigns, demonstrating expertise in developing innovative strategies, mobilizing resources, and achieving ambitious fundraising targets.
- A minimum of 5-7 years of professional fundraising experience in a nonprofit organization, with a proven track record of fundraising success, particularly with major gifts and capital campaigns.
- A minimum of 5-7 years of management experience, specifically overseeing direct reports and the ability to inspire and guide a team towards achieving organizational goals.

COMPUTER SKILLS:

- Intermediate to advanced experience and knowledge of word processing tools and spreadsheets (MS Office Word, Excel, Power Point, Publisher, Access etc.).
- Raiser's Edge experience preferred.

WORK ENVIRONMENT:

This role typically requires a combination of office work and external meetings, including travel to meet with donors and attend events. Flexibility in schedule is often necessary to accommodate various fundraising activities and events.

SALARY RANGE: \$85,000-\$95,000