



## **Director of Individual Giving, Communications, Events, & Grants**

Reports to VP – Institutional and Corporate Giving

\$45 -\$50/hour part-time or full-time

We are looking for a strategic thinker, leader and “doer”. As part of JMA’s management, and the development team, this role helps us raise funds (for clients) from individuals, corporations/companies, small businesses, faith communities and small family foundations, retain staff and create the most empowered team possible.

The Director will provide guidance and engagement needed to keep our clients’ stakeholders informed and involved in addition to sourcing new donors and increasing, when possible, current/historical levels of support for the organization.

### **Key Responsibilities: Leadership**

- Manage client accounts
- Manage staff
- Assist with creating work plans and performance plans
- Promote high quality standards of work product and a great client experience
- Provide outreach (sales) resources to support the growth of JMA – including cross sales to current clients and creation of proposals
- Teach, coach and train development managers, grant writers and communications writers in JMA writing techniques and expectations
- Monitor monthly spend on all accounts
- Monitor productivity

### **Key Responsibilities: Clients**

- Maintain relationships with clients through email, phone and in-person meetings
- Provide high quality, expert planning and strategy for clients
- Work with other staff at JMA to ensure they are aware of grant opportunities; provide clients with the best fit for grants/individual giving introductions
- Work with the JMA team during assignments and editing process to ensure written content and proposals fit client needs and funders’ guidelines
- Assist JMA to produce a development product that is exceptional

### **Key Responsibilities: Communications and Events**

- Review, approve final output, and manage all assignments to ensure completeness and accuracy
- Ensure narrative and media content is in alignment with org standards and project goals
- Write and develop communication/marketing plans
- Develop event/program sponsorship and advertisement packages
- Ability to provide strategy and expertise
- Experience managing events
- Oversee JMA and clients’ fundraising database and tracking systems, including data integrity, queries, policies, monthly reporting and analysis
- Identify potential event sponsors based on org & affinity
- Secure revenue through sponsorship and donations
  - Corporate and business sponsorship
  - Secure auction items
- Work with clients’ committees to achieve fundraising goals (sponsorship, guest registration and list management, program and more)



**Key Responsibilities: Individual Giving**

- Manage and/or assist to manage capital campaigns
- Prospective donor identification, cultivation, outreach, solicitation and stewardship – individuals, corporations/businesses and foundations
  - Rate and perform wealth screens
- Work with Clients to define, plan and prioritize annual fund goals
  - Review and advise/recommend on all annual fundraising strategies
  - Create annual campaign calendars, timelines, budgets
- Write and compile fundraising reports
- Develop individual donor strategies to renew and/or upgrade donor gifts
- Create and perform donor retention and recapture activities
- Develop a thorough knowledge of clients' vision and philanthropic priorities to effectively and compellingly present the case to prospective and existing donors
- Oversee conception, writing and production of compelling, donor-centric direct mail and email appeals; stewardship materials including newsletter, invitations and brochures; and social media content as related to fundraising and donor stewardship
- Contract negotiation and review – venues, entertainment, F/B
  - Maintain relationships with event production and event staff – internal and external
- Accurately track expenditures to stay on budget

**Key Responsibilities: Grants**

- Oversee client prospect research/grant planning efforts
  - Review snapshots and advise on grant strategies
  - Monitor funding reports
  - Meet with donors and foundation staff
- Assign and write grants and reports as needed and assigned
- Direct writing assignments and provide edits, deliver to clients
- Review/advise on grant attachments and financials
- Work with Managers on process to ensure accuracy and reduce potential mistakes
- Accurately track expenditures to stay on budget

**Experience/Qualifications**

- 5-8 or more years of experience working with nonprofit organization(s); grant writing/fundraising experience preferred.
- Excellent written and interpersonal communication skills
- Proven organizational skills including the ability to maintain data management systems, prioritize projects, meet multiple deadlines and work with teams
- Excellent computer skills: Microsoft Office Suite
- Demonstrated knowledge of statewide funders (corporate, foundations, civic)
- Provide expertise and contacts