



DIRECTOR of DEVELOPMENT

Bring your talents to an organization where you can make an extraordinary community impact!

Volunteer Fairfax (VF) is the regional volunteer center serving Fairfax County and the National Capital Region. We serve a population of nearly 1.5 million people and we partner with leading regional public agencies, non-profits and corporations. Established as a private nonprofit in 1975, we have been the heart of volunteerism in the region for 45 years.

Volunteer Fairfax mobilizes people and resources to meet regional community needs. Our mission is to amplify community impact through targeted matching of volunteer resources to community needs in Fairfax County and beyond. We are dedicated to promoting volunteerism to all ages, and carrying the ethic of volunteerism to future generations through our programs and public awareness activities.

Volunteer Fairfax has an opening for a **Director of Development** in Fairfax, Virginia. This position is structured to be full-time, but candidates interested in the position part-time (over 30 hours a week) are also encouraged to apply. This position will lead the designing and implementing of a development plan which incorporates VF's strategic priorities, events and initiatives within the area we serve.

Position Summary:

The Director of Development (DD) works closely with the CEO, Director of Communications and Marketing (DCM) and Board Development Committee to establish, refine and coordinate fundraising strategies for each revenue stream to support the organization's fundraising goals. Specifically, the DD is responsible for planning and undertaking individual, foundation and corporate solicitations, promoting the organization, building relationships with donors and potential donors, supporting event planning and soliciting event sponsorships.

Areas of Responsibility:

Cultivate Relationships/Community Outreach:

- Implement strategies to maintain or enhance relationships with current donors. Build relationships/engage with the organization's board members, community leaders, corporate leaders and volunteers as appropriate to achieve fundraising goals and help advance the mission of VF. Conduct research and network to generate leads for potential donors.
- Attend local and regional community and business events for the purpose of networking and promoting the mission of VF, including events hosted by VF corporate and community partners, area Chambers of Commerce, Leadership Fairfax, counterpart volunteer organizations in surrounding jurisdictions and trade and professional organizations supportive of community activities aligned with VF's mission.
- Organize meetings with/presentations to local government officials and their senior staff.
- Maintain a contact list, help coordinate and co-chair a Corporate Social Responsibility (CSR) Roundtable comprised of regional CSR leaders representing a cross-section of top area corporations. Assist in maintaining the meeting schedule; managing correspondence to and coordination of all activities of the roundtable members; recruit new members and engage current members for the purpose of establishing corporate partnerships in advancing VF's mission.

Volunteer Fairfax is an Equal Opportunity Employer. At Volunteer Fairfax, diversity, inclusion, and equal opportunity apply to both our workforce and the communities we serve. www.volunteerfairfax.org

Development Strategy & Execution:

- Work with the CEO and Board Development Committee to implement annual or multi-year development plans that allow the organization to meet its fundraising needs. Plans include strategies for multiple campaigns including annual giving; individual, corporate and civic support; special events and grant applications. Strategies incorporate advancements and trends in community-based fundraising; provide recommendations of new fundraising efforts or enhancements to current practices and events; and identify steps for closing funding gaps.
- Develop action plans and timelines to meet each component of the development/strategic plan and carry out those plans. Work collaboratively with DCM on promoting programs with strategic use of annual reports, newsletters, media outreach, and other public relations vehicles to raise awareness about Volunteer Fairfax, its mission and impact.
- Draft appeal letters and other communications.
- Manage all administrative functions associated with execution of the development plan such as managing printing/distribution of correspondence or fundraising materials; preparing timely acknowledgement of donations; recording donation data into appropriate databases; generating development reports, providing data for the annual budgeting process and other administrative functions. The DD may perform these administrative tasks directly or through supervising staff, interns or volunteers.
- Periodically evaluate progress and effectiveness and adapt action plans as necessary to ensure actions are on target to meet development plan and goals.

Grants:

- Manage the grants process for the organization, including:
 - Maintain a master grants tracking system and assure timely response to all grant applications
 - Assure timely reporting and general compliance with current grant terms
 - Oversee the activities and work flow of a part-time grant writer / researcher / administrator
 - Prospect for new grant opportunities that match VF's mission to prospective grantors' priorities
 - Generate Letters of Intent (LOI's) to new prospective grantors and follow up with them
 - Maintain regular contact with current and prospective grantors through direct interaction and electronic media

Special Events:

- Work in support of the VF Events team to plan and execute events that provide maximum community impact while advancing the mission of VF.
- Develop and coordinate solicitations for event sponsorships; develop and maintain collateral material in cooperation with the DCM and VF Events team for such solicitation activities.
- Recruit and oversee the activities of an Auction Committee to handle all auctions and raffles held at VF events; these committee activities include revenue goal-setting, maintaining a donor prospect list, solicitation and acknowledgement of auction items, cataloguing, aggregating and pricing items, pre-event promotion of auctions and raffles, pre-sales and day-of-event sales, auction table set-up/break-down, transaction processing and compliance with applicable regulations.

Board and Staff Involvement:

- Facilitate board and staff training, coordination and awareness of their role and responsibilities in development. Support staff in developing ways to promote fundraising through their programs and board members through their business and social circles. Provide education and skill development on networking, solicitation and fundraising techniques.
- Timely respond to referrals of prospects from board and staff members.

Additional Responsibilities Include:

- Participate in the senior management committee of VF.
- Participate in the organization's 2019 strategic planning in concert with the staff and Board of Directors.
- Assist in recruiting and supervising in-house volunteers and interns as needed.
- Support Volunteer Fairfax staff on large-scale VF activities such as VolunteerFest®, Volunteer Service Awards, BusinessLink events, etc.
- Carry out any other specific assignments delegated by the CEO.

Preferred Qualifications: The ideal candidate will possess all or most of the following qualifications:

- Bachelor's degree
- Passion for the nonprofit sector and philanthropy
- 5+ years of experience in development/fundraising
- Knowledge of best practices in nonprofit fundraising
- Proven experience designing and managing successful and sustainable fund development programs
- Demonstrated success soliciting and securing major gifts from individuals, corporations, and foundations
- A strong knowledge of Fairfax County/Northern Virginia/Washington region
- Superior organizational skills and attention to detail
- Strong strategic thinking skills
- Ability to handle multiple tasks simultaneously and balance competing priorities
- Exceptional oral, presentation and written communication skills
- Highly competent with technology, particularly MS Word, Excel, PowerPoint and CRM software
- Innovative thinker, creative, demonstrating a high level of professionalism, and a strong work ethic
- Ability to work with/manage interns and volunteers
- Ability to work collaboratively with internal staff and external stakeholders and development colleagues
- Ability to assist with event planning, work occasional evenings and weekends for special events or deadline-sensitive projects

Compensation

Salary will be commensurate with the experience and past salary history of the candidate. Volunteer Fairfax offers a comprehensive benefits package which includes medical (including dental and vision) short term disability, long term disability and life insurance; Simple IRA with up to 3% match; vacation and sick leave; paid time-off to volunteer in the community each quarter; flexible scheduling; and professional development opportunities.

How to apply

Please submit a cover letter explaining why you think this is a match for you and for Volunteer Fairfax, resume and salary requirement to: Jeanine Lauth, HR Specialist (jlauth@volunteerfairfax.org). In the subject line of your email, please include "**DD-your last name**". Review of applications will begin immediately and continue until the position is filled.