

First Steps, Inc.

Position: Development Director

Job Summary: Coordinate and oversee all aspects of agency's development functions including fundraising, special events, grant writing, and volunteer management.

Essential Responsibilities:

- Development and implement the agency's financial development plan.
- Identify, develop and coordinate special events, including project volunteers.
- Research funding opportunities (public, private sources, special events). Implement innovative fundraising strategies.
- Identify, cultivate and maintain relationships with foundations. Compose grants, provide updates, arrange meetings and offer tours.
- Manage donor database, maintain files, records and mailing lists.
- Maintain and build relationships with key identified individuals. Generate thank you responses and acknowledgements appropriate to specific donors.
- Manage corporate solicitations: assist with delineation of cultivation and solicitation strategies; prepare corporate outreach materials, correspondence, proposals and sponsorship packages as needed; and schedule and attend meetings as appropriate with corporate representatives involving volunteers and/or Executive Director.
- Work with Executive Director to produce print materials as needed, including annual campaign pieces, newsletters and annual reports.
- Serve as liaison to the Marketing and Development Task Force of the Board of Directors.
- Recruit, train and coordinate individual and group volunteers. Ensure volunteers are thanked in a timely manner.
- Represent the agency as appropriate in the community.
- Other related duties as assigned by the Executive Director.

Required Skills and Knowledge

- Self-starter with ability to work independently.
- Demonstrated success in fundraising,
- Excellent written and verbal communication skills with the ability to communicate effectively with varying audiences (i.e. managers, clients, volunteers, Board and general public).
- Strong organizational, analytical and interpersonal skills.
- High level skills and knowledge of PC equipment and Microsoft Office including Power Point, Publisher, and Excel.
- Preferred candidate will have experience with ETapestry or other fundraising software.

Minimum Qualifications

- Bachelor's degree.
 - At least 3 years experience in development functions.
- OR
- Equivalent combination of education and experience.

Classification: Salaried Position

All interested should email resumes to Heather Higgins at hhiggins@firststepsnashville.org or fax to [615-690-3095](tel:615-690-3095).