

**Position Title**

Director of Advancement

**Position Overview**

The Director leads Reality Changers' effort to achieve its annual fundraising goal, using a team-based, sales-driven strategy to meet this goal. The Director brings together three key functions: development, external communications, and events, with a focus on relationships and results. The ideal candidate is an entrepreneurial, highly collaborative, and seasoned fundraising professional with demonstrated experience in annual giving, major gifts, corporate and foundation giving, grant writing, planned giving, event-related fundraising, and capital campaigns.

The Director will lead fundraising operations---informing and integrating staff from across the organization in the development effort. In particular, this means developing a fundraising strategic plan, enhancing processes and systems to increase grant-writing efficiency, and supporting the executive team and board to build a long-term fundraising model.

In addition, the Director will work with senior team to ensure alignment of external communications with the mission, vision, and goals of Reality Changers; including design and execution of a comprehensive external communications plan which promotes, enhances, and protects RC's brand and reputation.

The Director will report to the CEO & President and engage with the Board of Directors to achieve and expand fundraising.

**Responsibilities**

Responsibilities include, but are not limited to:

**Lead and enhance fundraising operations:**

- Research current and prospective donors to coordinate organization's effort to raise \$3.5 million.
- Personally solicit gifts and grants from foundations, corporations, community organizations and selected individuals and respond to donor concerns and requests.
- Create, implement and manage stewardship initiatives (e.g. regular phone calls, thank-you mailings, donor recognition activities, board thank-you notes, etc.).
- Ensure donor engagement records and systems are consistently kept up-to-date and accurate.
- Analyze demographic and statistical donor data to implement strategies for identifying, cultivating, and engaging prospective donors, including moves management.
- Synthesize and analyze revenue data to assess the organization's progress-to-goal; collaborate with senior and program teams to strategize and implement key actions to push progress to goals.
- Conduct grant research and grant application preparation and source relevant data and information for grant writing and other donor correspondence.

**Oversee external communications and partner with stakeholders:**

- Draft compelling development communications in the form of, but not limited to, proposals, grant applications, development reports, meeting briefs, press releases, event packets, and donor correspondence.
- Ensure that partners and their constituents are informed about key news and priorities, are inspired by the work of Reality Changers and have the resources and spaces to meaningfully engage with Reality Changers as an organization.

- Serve as the primary liaison between Reality Changers and its advisory groups in order to identify, develop, and strategically build support from key stakeholders.
- Attend/represent Reality Changers at community and donor-related meetings and events.
- Join and participate in relevant business and community associations to network and connect with new prospects.
- Strategically cultivate and leverage relationships with relevant funding entities and partners in order to maximize the impact of Reality Changers' brand, efforts, and impact in the community.
- Provide oversight of multi-media and communications including development of brand-centric promotional & marketing materials.
- Work with colleagues to manage the organization's press and social media to engage donors/supporters, students & family members, and other stakeholders.

#### Manage development events and operations:

- Oversee all special events related to fundraising and gift cultivation, including: working with volunteers and stakeholders, as needed; setting goals for events; identifying event sponsors and underwriters; and overseeing all other details related to each event and meeting approved fund development goals.
- Directly support the CEO with meetings and completion of action items, representing Reality Changers in the CEO's stead when necessary.
- Conduct event administration with invitations, sponsorship materials distribution, guest list management, ticketing, vendor and venue relations, and day-of site coordination.
- Make phone calls to donors, partners, and sponsors to set up meetings with supporters and maintain communication.
- Recruit, hire, train and develop future advancement support staff.
- Perform other duties as needed.

#### **Education and Experience**

- Bachelor's Degree from an accredited four-year college or university is required; a master's degree in a relevant field (e.g. business administration, nonprofit management) is a plus.
- A minimum of five years of professional experience is required, with at least 3-5 years of progressive experience in fundraising/development.
- A track record of successfully soliciting and closing gifts, preferably in the amount of \$25,000 or above.
- Proficiency in Microsoft Office and email systems is required.
- Experience with e-Tapestry, Salesforce, or other fundraising software is required.
- Experience with grant writing is highly preferred.
- Experience with planning and executing high-level fundraising events is preferred.
- A valid driver's license or reliable transportation to and from Reality Changers' locations and related events.

#### **Knowledge, Skills and Abilities**

- Exceptional organizational skills and dedication to detail, with experience managing multiple deadlines and complex assignments.
- Ability to "not miss a beat" in an entrepreneurial, goal-oriented, fast-paced and frequently changing environment.
- Ability to critically identify system inefficiencies, anticipate challenges and gaps, and contingency plan accordingly.
- Exceptional oral and written communication skills; effectively presents information and promptly responds to inquiries from prospective supporters, partners, and other external stakeholders.
- Ability to relate well and network with many types of people, from students to public officials.
- Ability to work independently and as a member of a collaborative team.
- Desire and ability to learn new tools and technologies needed to maximize efficiency and quality.
- Must exemplify commitment to Reality Changers' mission and values.

#### **Travel and Hours**

- Occasional travel will be expected.
- Occasional weekend and evening work will be expected.

**To Apply**

Please submit a one-page cover letter describing your interest in the position and a current resume to [jobs@realitychangers.org](mailto:jobs@realitychangers.org) .