



HELPING KIDS GROW ONE MOVE AT A TIME

Position Summary: Director of Development

The Director of Development of Chess in the Schools will be a successful fundraising generalist. They will be a seasoned and creative development professional. They will be capable of developing, implementing and leading a comprehensive fundraising program with a high degree of professionalism, sensitivity and integrity. This person will also be responsible for enhancing the public profile and revenue of the organization through developing and implementing innovative fundraising and marketing concepts.

Reporting Relationships

Reporting to the President, the Director of Development will also be the principal staff liaison to the Development Committee of the Board of Directors. Director will manage a staff of one.

Key Responsibilities

Development

- Lead the development and implementation of a comprehensive professional fundraising program working closely with all stakeholders.
- Create and implement short and long-term development plans, priorities and strategies that include measurable yearly goals for each component of the fundraising operation.
- Serve as the principal staff person and liaison to the Development Committee of the Board of Directors.
- Identify, cultivate and solicit prospective donors, both individual and corporate, and foundations.
- Evaluate current fundraising efforts including, but not limited to, special events with the goal of increasing the profitability of special event fundraising.
- Build and maintain relationships with individual major donors, foundation program officers and corporate contribution officers, and government program staff.
- Evaluate and refine existing recognition programs, fundraising policies and guidelines.
- Evaluate and refine the information and reporting strategies for development reporting, including contribution processing, acknowledgments and gift tracking.
- Manage marketing including branding, social media and website communications.
- Manage development staff including Development Assistant and grant consultant.

Qualifications

- Ten+ years of experience as a professional fundraiser for non-profit organizations, including five years in a leadership role.
- Superior communications skills, both oral and written.
- Demonstrated record of successful grant writing and reporting.

- Demonstrated ability to creatively assess and implement successful ways of identifying new donors and new sources of support from individuals, corporations and foundations.
- Ability to translate ideas into comprehensive fundraising and development plans.
- Demonstrated experience and skills in working with individual donors, board members and volunteer fundraising leadership.
- Experience planning and executing successful fundraising events.
- Strong financial management skills, including budgeting and forecasting for expense and income.
- Experience with database systems and procedures for donor tracking, record keeping, acknowledgement and development reporting.
- Knowledge of the latest innovations in fundraising techniques and the skills to apply those that are appropriate to the environment.
- A commitment to professional growth opportunities for staff.
- Undergraduate degree required; advanced degree preferred.
- Knowledge of New York City philanthropic opportunities highly desirable.
- Knowledge of the New York City government funding process, contracts and reporting highly desirable.
- Chess experience desirable, but not necessary.

Personal Characteristics

- High energy, results oriented. Able to set, meet, and surpass goals.
- Ability to influence and persuade key stakeholders.
- Exceptional interpersonal skills.
- Comfortable working in a collegial, team-oriented small office.
- Ability to train and manage a development staff member.
- Well-organized and thorough with close attention to detail and follow-through.
- Strong executive presence; professional and personal confidence and maturity.
- Strategic, creative, progressive thinker.
- Proactive, adaptive, and flexible.
- Persuasive, intelligent and thoughtful.