

Department: Development Department
Job Title: Director of Development
Reporting to: Chief Executive Officer

Job Summary:

The Monique Burr Foundation for Children, Inc. (MBF) invites applications for a Director of Development. This position will be a pivotal national leadership role intended to shape the organization's longevity and ability to create impact at scale. The Director will work alongside the CEO to develop a short-term and long-term fundraising strategy, cultivate relationships with prospective, and existing donors, and effectively scale operational capacity. The ideal candidate will be joining a team of highly motivated, and committed, leaders in the field of child abuse prevention. Over the last 25 years, MBF has been dedicated to protecting children from bullying, cyberbullying and all types of child abuse and exploitation by providing prevention education to elementary schools and other child-focused groups. This position is a remote position that will be responsible for hiring a Development Coordinator and Grant Writer, and reports to the CEO.

Essential Duties and Responsibilities:

Builder and Operator

- Identify and manage existing relationships with high-net worth individuals, corporate partners, and foundations
- Increase the existing 3+ million budget with the goal of doubling in the next three to five years.
- Identify new fundraising opportunities and build the individual and corporate prospect pipeline
- Manage and grow portfolio of donors at \$10,000+ level
- Leverage the CEO and Board to support out of the box strategies to elevate awareness for child abuse prevention among major brands interested in keeping children safe around the globe.
- Partner with marketing department to develop fundraising campaigns.
- Develop and report on KPIs for revenue generation and create short-term and long-term fundraising strategy
- Establish and maintain relationships with key stakeholders, funders, and community leaders. Leverage team to steward these relationships and explore opportunities for diversifying revenue.
- Ability to harness data to drive and proactively modify a strategic playbook to implement accountability in forecasts, track metrics and determine activities required to develop donor pipeline to achieve results.
- Responsible for mid-year and year-end reporting and ongoing communication with existing donors and
- Develop efficient and effective processes leveraging existing CRM.

Development Department oversight

- Recruit, hire, train, and coach team members to support organizational growth and high-performing teams
- Establish a culture of accountability and outline agreed upon, achievable, goals among team members.
- Ensure open lines of communication and avoid silos between the Program, Marketing & Development Departments
- Proactively support team members, including in-person mentoring, to set and reach goals and maintain a culture of continuous improvement and passion for the mission.
- Guide the team to increase partnerships with donors, brands, and funders to continue to support the mission
- Manage annual and multi-year cultivation/growth plans in conjunction with CEO and Finance Department.
- Responsible for income tracking and forecasting alongside the finance department

Major Events

- Develop strategy for donor events to support brand awareness and funding opportunities.
- Responsible for all aspects of event planning, including soliciting donors, sponsorships, pre-committed funds, and auction donations, alongside Development Coordinator and Marketing Department.
- Represent MBF at fundraising and awareness-building events and donor cultivation meetings.

Education and Experience Requirements:

- Bachelor's degree in related field of study. Master's Degree a plus.
- Minimum 10+ years related work experience in a leadership role, managing teams, acting as both a manager and firsthand implementor, with direct experience in the non-profit sector, specifically revenue generating roles
- Fundraising experience and proven track record of securing multi-year gifts and six-figure donations in a fast-paced environment and for an organization in the early stage of revenue diversification
- Excellent writing and communication skills, multi-lingual candidates a plus
- Proven ability to manage multiple projects and priorities independently and collaboratively with a team
- Experience with key tools and levers that drive performance diversifying fundraising opportunities– CRM systems, forecasting, strategic planning, and donor pipeline development
- Effective in maintaining high-quality work and low overhead
- Some evening and/or weekend work; frequent travel required

Job Specifications:

- A self-starter who prioritizes managing up to the CEO
- Highly motivated, passionate, and creative team player with demonstrated commitment to the organization and ability to work in a collaborative, team environment.
- Proven leadership and teambuilding abilities, including ability to motivate, coach, and educate staff members and establish a culture of community.
- An inspiring, and engaging, people leader and communicator, able to set a vision and gain followership.
- Strategic self-starter who is forward-thinking, generates ideas, and implements solutions to complex problems
- Seasoned executive with hands-on experience in all aspects of nonprofit fundraising/outreach, proposal development, and funder/partner relations. An analytical thinker and operator who enjoys scaling organizations.
- Must be able to plan and execute projects, working collaboratively across multiple teams, geographies, and time zones to meet ambitious goals.
- Excellent organizational and time management skills with ability to prioritize and effectively handle multiple priorities with tight deadlines.
- Ability to troubleshoot, identify viable options and problem-solve using excellent reasoning abilities and demonstrating sound judgment.

Anticipated Start Date: Immediate

Salary: To commensurate with experience, range \$100,000-\$120,000

To apply: Please submit your resume/cover letter to Tanya Ramos, CEO: jobs@mbfpreventioneducation.org