



www.makewayforbooks.org
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Make Way for Books (MWFB) is a nonprofit 501(c)(3) organization dedicated to making a positive impact in our community by providing essential early literacy services in under-resourced communities of southern Arizona. Our mission is to give all children the chance to read and succeed. We rely heavily on fundraising to sustain our programs and services and are seeking an experienced and dedicated Director of Development to lead our fundraising efforts.

POSITION DESCRIPTION: Director of Development

REPORTS TO: Chief Executive Officer

SUPERVISES: Development Team

FLSA STATUS: Exempt

CATEGORY: Staff – Regular

FULL TIME/PART TIME: Full Time (1.0 FTE)

SALARY RANGE: \$70,000-\$84,000

POSITION SUMMARY

The Director of Development is responsible for planning and implementing a comprehensive fundraising program that includes major gifts, corporate and foundation giving, planned giving, and special events. The Director of Development works closely with the Executive Director and Board of Directors to develop fundraising goals and strategies and will collaborate across the organization.

Key Responsibilities:

- Develop and implement a comprehensive fundraising plan to meet the organization's annual revenue goals.
- Identify and cultivate major gift prospects, as well as corporate and foundation donors.
- Develop and cultivate a portfolio of donors and prospects to secure gifts of varying sizes.
- Plan and execute special events that engage donors and raise funds for the organization.
- Maintain a high level of positive visibility for the organization in the community at large.
- Articulate the organization's mission and serve as a key spokesperson and representative at community events, networking events, and tabling opportunities to increase the visibility and awareness of MWFB and its programs and mission.
- Collaborate with the Associate Director of Marketing and Communications to develop and execute effective donor communications and marketing materials.
- Engage in cross-collaboration with the MWFB team to implement targeted campaigns to meet fundraising priorities and goals such as direct mail, web-centric fundraising techniques, fundraising events, and special projects.
- Strategically involve the Chief Executive Officer, Chief Operations Officer, and identified Board members in the cultivation and solicitation of top donor prospects.
- Develop, implement, and prioritize high-impact strategies to promote financial growth.
- Provide direction, supervision, and guidance to the Development team.
- Organize, maintain, monitor, and analyze fundraising database(s) and share data to evaluate performance and adjust strategies as needed.

Qualifications:

- Bachelor's degree in Nonprofit Management, Business Administration, or a related field.
- 3 years' experience in a similar professional leadership role.
- 5 years' experience in nonprofit fundraising, with a proven track record of success in major gifts, corporate and foundation giving, and event planning.
- Exceptional communication skills, including effective writing and public speaking.
- Excellent interpersonal skills; interacts with a calm, professional, and positive attitude.
- Outstanding time management skills with ability to prioritize and handle multiple projects and deadlines.
- Demonstrated initiative with donor solicitation & cultivation with excellent working knowledge of the ways donors can make charitable gifts, including cash, appreciated securities, real and personal property, charitable remainder trusts, bequests in a will or living trust, charitable gift annuities, etc.
- Strong leadership and management skills.
- Demonstrated ability to work collaboratively with colleagues, Board members, and volunteers.
- Proficient with Microsoft Office, social media, fundraising software, and donor databases.
- A deep commitment to the mission and values of our organization.

This position requires a minimum of 40 hours per week and occasional weekends and evenings. Intermittent physical activity including bending, reaching and lifting heavy boxes; prolonged use of a computer. Able to work in diverse weather for outdoor events: heat, cold and wind.

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY INCUMBENTS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION.

PRE-EMPLOYMENT SCREENINGS

Make Way for Books conducts pre-employment screenings for all positions, which may include a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Make Way for Books is an EEO/AA – M/W/D/V Employer.

Make Way for Books does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), citizenship, economic circumstances, disability, marital status, familial status, sexual orientation, veteran status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of programs and services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors. All MWFB staff members are expected to join with and uphold this commitment.

To apply: Please e-mail a resumé, cover letter, and contact information for three references to hrteam@makewayforbooks.org. The interview process will include multiple interviews and a presentation. The position will remain open until a qualified candidate is hired. Please, no phone calls.