

Ben's Bells - Director of Development

The mission of Ben's Bells is to inspire, educate, and motivate people to realize the impact of intentional kindness, and to empower individuals to act according to that awareness, thereby strengthening ourselves, our relationships, and our communities.

Recent research demonstrates that kindness benefits our physical and mental health and that recognizing kindness in others increases a person's happiness and satisfaction. But just as solving a calculus problem requires advanced math skills, the challenges of daily life require advanced kindness skills. By focusing on kindness and being intentional in our personal interactions, we can improve our ability to connect. For more information on the organization, visit www.bensbells.org.

Position Summary

Reporting to the Executive Director, the Director of Development is responsible for interacting with the public to create relationships that result in funding or lead to an increase in engagement with Ben's Bells. The Director of Development will spearhead fundraising efforts to support kindness education and studio programming, including campaigns, fundraising events, donor cultivation, and stewardship. This position also supports the Education department via speaking engagements and community education. This is an outward-facing position responsible for connecting directly with all community stakeholders.

The ideal candidate will have strong fundraising and public speaking experience, as well as grant writing and prospecting skills in a non-profit environment. Experience in budgeting and program management is also required.

Responsibilities:

Fund Development

- Develop and execute a fund development plan, including strategies and sources
- Secure financial support from individuals, foundations, organizations, and corporations
- Support the Marketing & Events Coordinator to plan and execute annual events throughout the year, with an emphasis on securing sponsorships
- Prepare and manage Development budgets and provide accurate monthly reporting to the Finance Committee
- Work with the Marketing & Events Coordinator to execute a comprehensive marketing plan for all fundraising events and campaigns
- Research, identify, and pursue funding prospects, including individuals, foundations, corporations, organizations, and government
- Develop, steward, and maintain relationships with donors
- Develop and execute a strategy for a sustained base of recurring donors
- Lead and manage efforts of the Fund Development Committee, including monthly meetings and all related fundraising activities
- Work with the Administrative Assistant to maintain the donor database, stewardship, and communication

Outreach

- Represent the organization in the community
- Increase awareness and uptake of Ben's Bells education programming by performing outreach and communicating program knowledge and benefits

- Present to groups, organizations, and key stakeholders about Ben's Bells as an organization and all aspects of our programming
- Participate in outreach events to promote donor giving opportunities (workplace giving, sponsorship, etc.) and volunteer engagement in programming
- Nurture relationships with board members and provide materials needed to successfully engage potential stakeholders

Minimum Qualifications

- Bachelor's degree or equivalent education and experience
- A minimum of three years of experience in nonprofit fundraising activities (fundraising, donor stewardship, appeals, etc.)
- Successful fingerprint clearance and background check
- Possession of a valid AZ driver's license and current automobile insurance
- Reliable personal transportation

Essential Skills and Abilities

- Personal qualities of kindness, integrity, credibility, and commitment to the mission of Ben's Bells
- Demonstrated excellence in organizational, managerial, and communication skills
- Excellent writing skills, including grant writing experience
- Experience in budget creation and management
- Competency in utilizing donor databases
- Prior experience with the delivery of community programming
- Excellent people skills, with an ability to partner with a dynamic leadership team
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems
- Bilingual skills helpful, but not required

Benefits

- Flexible work schedule
- 15+ days of paid vacation annually, 8 paid holidays, a paid day for self-care and birthday, and a paid week of closure over winter break
- Employer-Subsidized Medical, Dental, Vision, and IRA plan options available
- \$20,000 Employer-Paid Life Insurance Policy

The position is in-person and full-time at 40 hours per week, with occasional evenings and weekends required for special events.

Timeline This position will remain open until filled.

Compensation

\$60,000-\$65,000/year