



Director of Development Job Posting

Overview/Background:

- The Connect DE, a 501(c)(3) non-profit, is committed to young professional retention and development within Delaware.
- In our continued efforts to expand and provide affordable, high quality-programming we need additional efforts in our revenue growth.
- The Connect seeks a qualified candidate for the Director of Development Role
- The Director of Development will plan and implement a development and fundraising program to provide for short and long-term needs of the organization.

Essential Duties & Responsibilities Include:

- Work with the Executive Director to determine the mission, purpose, and priorities of the organization.
- Establishes fundraising objectives for the organization, setting 6-month, one year, and three year term goals.
- Maintains a list of potential donors (and relevant information regarding donors) including corporations, foundations, and individuals.
- Assist with grant and public funding applications
- Assisting with the nonprofit's outreach team on fundraising campaigns
- Administrative support, including answering and making phone calls
- Performs other related duties as assigned

Required Knowledge, Skills, and Abilities

- Be available to work **full-time** (35 -40 hours per week) – some nights and weekends will be required. *Most work will be performed remotely.*
- Excellent interpersonal skills; Must be personable and be able to engage with various stakeholders
- Proficient in Microsoft Office Suite

Preferred Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills
- Knowledge of fundraising strategies and principles
- Ready and willing to learn the intricacies of nonprofit work
- Committed to improving the state of Delaware for young professionals

Preferred Education & Experience:

- Prior work experience in fundraising for a nonprofit organization
- Prior event planning experience
- Bachelor's Degree from an accredited college or university
- Self-starter with experience in developing and implementing ideas/strategies that result in increased donor participation/revenue for the organization.

Salary:

- The salary range for this position is \$65,000-\$75,000 with benefits, commensurate with experience.

To Apply:

- To apply, send a **cover letter, resume, and three professional references** to **C.J. Bell** at info@theconnectde.com