

## UrbanPromise Wilmington Job Description

### Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, staff, and volunteers, in the neighborhoods of our city.

### Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

<b>Job title</b>	<i>Development Director</i>
<b>Reports to</b>	<i>Executive Director</i>

### Job Purpose

The Development Director is responsible for leading all fundraising efforts in support of fulfilling the UrbanPromise mission and vision in our community. Working closely with the Executive Director, Board of Directors and the volunteer Development Committee, the Development Director creates and manages opportunities to build relationship density among our donors, volunteers, staff, families, and students.

**Duties + Responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.**

- **Fundraising**
  - Lead and manage all fundraising efforts across 10 relationship buckets.
  - Develop and execute fundraising plan to meet or exceed annual fundraising goals. (currently \$2.2M)
  - Develop compelling proposals, presentations, and reports to educate donors.
  - Communicate fundraising goals throughout the organization and equip team members to reach them.
  - Work with leadership and staff to thank our donors and volunteers well.
  - Provide accurate and timely activity and pipeline reports and revenue forecasts.
  - Strategically engage Board members (through volunteer development committee) and Senior Leadership in development process.
  - Coordinate with Development Catalyst position; responsible for all grant activities, goals, deliverables.
  - Implement communications plan around donor engagement. (coordinated with board communications committee)
  - Demonstrate a keen sense of curiosity to understand what compels each donor to give.
  - Successfully align donor interests to UrbanPromise funding priorities.
  - Loop in the Executive Director/Leadership Team, the faces of UrbanPromise, as necessary to interact with donors. Setting UrbanPromise leadership up for success with relevant information about donors' preferences.
  - Manage 5 fund/friend-raising events: Dodgeball tournament, Spring Auction, Paddle for Promise, Wine & Cheese, Banquet. Add new events as advantageous.
  - Additional duties as assigned by the Executive Director

- Partner with Volunteer and Church Relations Directors to maximize relationship density.
- **Foster Community in Christ**
  - Engage in personal spiritual development (mentoring, bible study, prayer, etc.)
  - Participate in staff spiritual practices (prayer, discipleship, bible study, etc.)
  - Support and engage in safe practices
  - Hold reporting staff accountable in UrbanPromise Wilmington’s Community in Christ expectations
  - Engage in professional development through staff retreats, training, and team building events
  - Invest in and support the UPW community through actions and attitudes.
  - Actively pursue UPW support raising goals through relationship development, support letters, and on-going fundraising meetings
  - Have fun
- **Educational Requirements/Experience:**
  - Minimum of 5 years development experience, preferably in the non-profit environment
  - Bachelor’s degree preferred
  - Leadership, organizational, and people skills
  - Responsible to convey the program’s development plans to staff, Board of Directors, volunteers, donors, etc.
  - Results driven; ability to think and act strategically
  - Strong written and verbal communication skills
  - Excellent interpersonal skills and desired public speaking abilities
  - Strong aptitude in decision making and problem solving
  - Comfortable with direct face-to-face donor education and gift solicitation

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	