

## **Comp-U-Dopt National Director of Development**

### **Summary**

As Comp-U-Dopt continues to grow our National Development Director will work hand-in-hand with our CEO to set the fundraising and development strategy for our national organization. This role will support the development efforts at site level, shape the culture across all regions for donor management and stewardship, identify, solicit, and secure gifts for national growth and expansion as well as operations. You will create creative fundraising campaigns, work with the program teams to identify opportunities for support, develop relationships with major donors from individuals, foundations, and corporate backgrounds, as well as help build the strategy to ensure the organizations vision to serve more people is possible. You will ensure the transparent communication and story-telling to funders of metrics and outcomes as aligned with their gifts in a compelling manner that encourages renewed support and engagement.

### **Essential Functions**

1. Lead the creation and implementation of the national development strategy
2. Manage the giving portfolio across all sectors (corporate, foundation, government, individual)
3. Collaborate with CEO to identify major giving prospects and cultivations strategies for supporters across giving sectors including government funding.
4. Develop short- and long-term strategic goals, including timelines and budget; assess areas for growth and provide leadership in launching new donor and event-related initiatives nationally and in partnership with site ED's.
5. Work with the CEO and local Executive Directors to develop and implement strategies to engage new and existing foundation and institutional partners and enhance relationships
6. Cultivate and steward relationships to build visibility, impact, and increase financial resources annually.
7. Identify foundation, corporate, and government grant opportunities that align with Comp-U-Dopt programs and activities, analyze internal grant reports and develop understanding of the criteria and priorities applicable to each grant/funder program, and pursue promising funding leads accordingly.
8. Utilize donor prospecting tools to conduct research on individuals, corporations, and foundations for prospect activity and maintain integrity of the data.
9. Manage grant writing activities; funder and contractor relationships and ensure grant compliance and accurate reporting.
10. Collaborate and lead communications regarding all development-related contributions to the website, social media, printed materials and e-Newsletters.
11. Oversee strategic planning and implementation to support annual giving.
12. Oversee Comp-U-Dopt's donor recognition and retention program and ensure moves management efforts are being tracked in the agency's donor database.
13. Support CEO and other Board fundraising efforts as needed.
14. Provide presentations and host tours of Comp-U-Dopt to educate supporters on the need for our work, our programs, and our impact.
15. Manage the annual fundraising budget including tracking expenses and supporting the annual budget development.
16. Other duties as assigned.

- This is a **full-time** position. Days and hours of work are flexible within core hours of M-F from 9am- 5:00p. Some weekend and evening hours required.
- This position may require some travel within the United States.
- Some lifting of up to 50lbs

**Competencies** (I.e. Flexibility, Communication Proficiency, Budget Management, Relationship Management)

1. Relationship Management
2. Communication Proficiency
3. Strategic mindset
4. Budget Management
5. Flexibility

### **Required Qualifications**

1. Bachelor's degree required, advanced degree or relevant professional certification preferred.
2. 7-10 years of progressive fundraising experience required; including the donor relations process, successful grant writing and event management.
3. Required experience in developing fundraising strategy from scratch and implementing it successfully
4. Required history of developing and maintaining strategic partnerships, securing grants and major gifts that contribute to the increasing visibility, impact, and financial resources of an organization/organizations over time.
5. Strong understanding of foundation priorities and grant-making practices to make strategic decisions with funding requests.
6. Exceptional skills in comprehension, analysis, and technical writing, including the ability to articulate and explain complex funding and financial issues in a clear, non-technical manner.
7. Demonstrated level of comfort with public speaking and presenting complex information in a compelling manor to a variety of audiences.
8. Detail-oriented, highly organized, and ability to prioritize time to set and meet goals and deadlines
9. Experience with government grants, contracts and compliance required.
10. Strong multitasking and problem-solving skills; ability to maintain composure in a fast-paced environment and proven experience managing large-scale projects.
11. Strong judgment – the ability to identify critical information and use it to choose effective courses of action.
12. Self –starter and a team player with the ability to develop and maintain a goal-oriented, positive attitude throughout the organization; must be able to interface equally well with all Comp-U-Dopt stakeholders; including the Board of Directors, executive staff, corporate partners, donors and the general Comp-U-Dopt community.
13. Passion for working in youth development, education. Believes in the mission as a lever for change. Can effectively connect stakeholders to Comp-U-Dopt's organizational mission and values.

**Comp-U-Dopt** provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In

addition to federal law requirements, **Comp-U-Dopt** complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This position is eligible for participate in Comp-U-Dopt benefits program(s). **This position is subject to successfully passing a background check and requires 2 references.**

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply please email a cover letter and resume to [megan@compudopt.org](mailto:megan@compudopt.org).