CLUSTER COMMUNITY SERVICES

Job Description

Position Title: DEVELOPMENT DIRECTOR

The Development Director reports directly to the Executive Director of CLUSTER and is responsible for organizing and implementing all fundraising efforts. They will work closely with the ED, senior staff and the Board’s Development Committee to develop a comprehensive, long-term fundraising plan designed to meet the funding needs of CLUSTER. This should include generating revenue, encouraging participation and boosting community involvement.

Responsibilities:

Maintain a proactive, creative, leadership role in the identification, cultivation and solicitation of gifts from individuals, corporations and foundations as well as cultivate an active pipeline of new prospects.

Maintain a strong knowledge of CLUSTER’s programs and services, in collaboration with staff, in order to identify and research potential funders.

Develop/oversee annual solicitation campaign, including phone calls, emails and traditional letters. Letters could include direct mail, annual reports, impact reports, case statements, marketing materials and sponsorship proposals designed to support our fundraising efforts.

Manage and support all digital marketing efforts including the website and all social media platforms.

Work with the Program Directors to identify and apply for new and ongoing grants.

Work with the Administrative Assistant to provide oversight and maintenance of all information in Donor Software, to include recording all donations, update donor records, send acknowledgments and prepare gift/financial report as needed.

Support Board involvement in fundraising and community outreach.

Attend Board Meetings as needed and prepare materials needed for Board outreach to donors and prospects.
Qualifications:

- A minimum of 3-5 years experience in a fundraising/grant writing capacity
- Must have a proven record of increasing development revenues
- Must demonstrate initiative and commitment to achieving results
- Must have a Bachelor’s degree
- Should be fully conversant in all major social media platforms
- Must have excellent oral and written communication skills
- Must have excellent interpersonal and organizational skills
- Must have an ability to work well with persons from diverse economic and cultural backgrounds
- An ability to speak Spanish is an added benefit

Salary in mid-$70k range commensurate on experience.

Please send cover letter and resume to careers@clusterinc.org