



Job description

Job Title: Director of Development- Eastern NC Region (Raleigh based position, remote considered if living in Eastern NC)

Exempt/Non-Exempt: Exempt

Reports To: President and CEO

Position Summary: The Director of Development provides leadership to advance all mission priorities, as well as plans and implements event plans in assigned markets across North Carolina within a team environment. This role focuses on relationship building and ownership of all development opportunities. This manager has strong leadership, management, and communication skills, and in addition, is a successful fundraiser and relationship builder.

REPORTS TO

The Regional Development Director currently reports to the President and CEO.

Core Job Responsibilities:

- Meet goals established by CEO,
- Design, implement and manage all Chapter events in collaboration with team.
- Work with the Sr. Leadership team to identify, engage and enlist high profile local community stakeholders, corporate leaders, patients/caregivers, and donors to make a larger impact in North Carolina.
- Geographic understanding and strong relationships in Eastern NC preferred
- Implement Email and Community Social Media Campaigns
- Identify, recruit, cultivate and retain new and existing Community Partner Events, Walk to Defeat ALS, Team Challenge ALS and/or other events.

- Conduct in-person meetings with potential and current partners and always be prepared to present in person, or virtual to groups.
- Collaborate to develop and assess multichannel fundraising campaigns and appeals,
- Represent chapter in meetings, organizational functions, and community events,
- Build relationships with TV, radio, and print media outlets to promote Chapter events and activities.
- Coordinate and manage walk/event committees.
- Attend ALS Clinics and support groups as needed to provide info/answer questions regarding Chapter events.
- Meet and exceed regional revenue goals by implementing fundraising strategies developed by the CEO. Strategies include but are not limited to special events, corporate and foundation giving, individual and major giving.
- Design, implement, and manage print and digital marketing collateral, including email and community social media campaigns, in collaboration with team.
- Work closely with the Care Services Department seeking opportunities to collaborate.
- Implement event marketing plan with team to grow year-round visibility.
- If based in Raleigh home office, will be expected to be on the road monthly approximately 25% of the time. Travel is within the state of North Carolina and within the United States.
- Provide regular verbal and written progress reports to CEO.

Professional Qualifications:

- Minimum of a bachelor's degree in Business, Communications, or related field a plus.
- 2-4 years of experience fundraising and outside sales, with emphasis on corporate, foundations, individual and major giving.
- Strongly prefer experience with Blackbaud's Raiser's Edge NXT, Luminate Online, and TeamRaiser,
- Strong knowledge of Microsoft Office Suite, especially using Teams platform for communication,
- Familiarity with Adobe Creative Suite preferred,
- 1-3 years of experience with non-profit organizational leadership, staff management and community building, or similar skills.
- Experience in budgeting for and executing special events.

- Experience in managing staff and/or volunteers a plus.

Skills and Abilities Requirements

- Ability to develop and maintain partnerships with the community and recruit volunteers and board members.
- Excellent communication and presentation skills, both verbal and written.
- Proven experience in teamwork, critical thinking, facilitation, innovation, and project management.
- Desire and ability to work effectively with diverse populations.
- Able to be flexible and work in a dynamic team environment and adapt to organizational change.
- Ability to learn and maximize new technologies to improve efficiency.

PERSONAL CHARACTERISTICS

- Strong, experienced leader, innovative thinker, and community leader in professional field
- Skilled communicator, with superior interpersonal, verbal, listening, and written skills
- Team player who enjoys interaction with professionals, peers, volunteers, and those we serve
- Excellent time management and organizational skills
- Demonstrates excellent judgment, critical thinking, and problem-solving abilities
- Entrepreneurial, creative, innovative, and proactive
- Accuracy, attention to detail, efficient and conscientious about thorough follow-up
- Able to handle confidential information and maintain high confidentiality
- High degree of initiative, self-motivated, resourceful, and reliable
- Ability to manage multiple projects/cases simultaneously
- Appropriate boundaries in place as it relates to interactions with clients, constituents, and staff

RESPONSIBLE FOR BEING AN EFFECTIVE, ACTIVE TEAM MEMBER OF THE CHAPTER

- Work collaboratively with other staff personnel to affect a team approach to meet Chapter goals and objectives.
- Interact with co-workers, as needed, in a respectful way by communicating clearly and directly

- Actively participate in appropriate committee and work groups within and outside the Chapter
- Advise the CEO and other members of Senior Leadership team regarding systemic issues which either fail to serve the ALS population and/or need addressing in order to benefit people with ALS and their families
- Accountable for creating a culture of service, compliance, ethics and integrity
- Ability to work independently and as part of a team with a range of people including, but not limited to, the Board of Vice Presidents, volunteers and staff
- Ability to work in a fast-paced environment and work under pressure with flexibility and humor
- Ability to manage difficult or complex situations and or people with tact, confidence and diplomacy
- Personal qualities which reflect professionalism in appearance and behavior at all times
- Participate in required staff meetings of the Chapter
- Attend board meetings and national conferences as requested
- Represent the Chapter by attending and assisting at various Chapter events (local and out-state), which involve people with ALS and their families
- Some physical duties are required: able to lift 50 lbs.; bend; stoop; sit for long periods of time; move about to retrieve files; receive and visit clients
- Access to a car and is able, insured and licensed to drive
- Perform other tasks as requested by Chapter leadership

The requirements listed above are representative of the knowledge, skill, and/or ability required. The above job description is not intended to be an all-inclusive list of duties and standards of the position. Individuals will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Type: Full-time

Salary: \$62,000.00 - \$74,000.00 per year based on prior experience

Benefits:

- 401(k)

- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Raleigh, NC 27601: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Business development: 3 years (Required)
- Fundraising: 2 years (Required)

Willingness to travel:

- 25% (Required)

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.

It is the policy of ALS North Carolina to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

To apply please send your resume to: opportunities@alsnc.org