



## **Development Director**

### **Job Purpose**

- Provide leadership and development of a diversified fundraising program including individual and corporate giving, planned giving, events, and grants research
- Maintain an open, friendly, professional relationship with all staff, board, donors, grantors, and community partners
- Coach, mentor, supervise, and train staff

### **Essential Duties and Responsibilities:**

- Research and write grant proposals
- Ensure timely and accurate grant reporting
- Assist the Executive Director and Board in expanding the base of individual and business donors
- Manage and maintain donor database; Bloomerang
- Work with the Communications Coordinator to ensure excellent communication with donors, volunteers, and program participants
- Responsible for all aspects related to the creation, management, and execution of fundraising campaigns with a focus on individual and corporate giving and foundation and governmental grants at a variety of levels
- Develop, execute and evaluate a comprehensive plan designed to develop and broaden long-term donor relationships through research of major donor prospects, cultivation, and solicitation, resulting in increased donor involvement and financial support to meet the needs of the organization.
- Coordinate and manage fundraising efforts, such as Rise and Shine Breakfast, Annual Appeal Campaign, additional fundraising events, and Giving Tuesday.
- Support the PR/Development Committee of the board
- Track and assess fundraising metrics and provide monthly and annual reports as requested.
- Performs other job duties as assigned.



**Qualifications:**

- Excellent written and verbal communication skills
- Highly organized, thorough and detail-oriented
- Experience writing grant proposals and grant reports
- Experience with capital campaigns
- Experience with event coordination
- Ability to work well as a team and with diverse communities
- Commitment to the mission of the Front Porch Alliance
- Experience with donor management systems
- Affinity with eastside KCMO strongly preferred

**Hours:** Full-time, salaried. Some evenings and weekends required.

**Benefits:** \$48,000-\$58,000 salary, medical insurance, IRA matching (3%), generous PTO package, phone stipend, and mileage reimbursement

**APPLICATION INSTRUCTIONS:** Please send your resume and cover letter to [jetaime@frontporchalliance.org](mailto:jetaime@frontporchalliance.org)

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