

Director of Development

DESCRIPTION

Spectrum Works is seeking a strategic, passionate Director of Development to create and execute the fundraising strategy for this growing organization. The primary responsibility is to develop new revenue sources (high net worth individuals, corporations, and foundations). The Director of Development will work closely with the Executive Director to expand and oversee all donor relationships and to diversify funding streams.

This is a great opportunity for a results-oriented development professional to play a key role in development within an innovative organization. We are seeking a person with a proven track record of results in fundraising and experience developing relationships with donors.

Spectrum Works is a nonprofit that is doing progressive work in the employment space for individuals with autism. We started six years ago and have proven, using our unique model, that we can successfully integrate individuals with autism into the workforce. Our innovative approach builds high school and university internship programs for individuals with autism into companies. As of today, three companies have implemented our programs with more than twenty high schools and hundreds of students with autism participating in the program. Spectrum Works is now in a position to take the model nationwide.

Key Responsibilities

Development Management

- Design and implement a long-term strategic fundraising plan

Major Gifts and Donor Relations

- Develop a portfolio of individual, corporate and foundation funders and prospects, and manage relationships with funders/sponsors – from identification to solicitation to stewardship
- Build a robust major gift pipeline by cultivating relationships with high net- worth individuals and corporations
- Develop customized cultivation and solicitation plans for major gift donors and prospects, with a focus on increasing the number of individual donors
- Contribute to the planning and execution of special events related to sponsor/funder relationship management

Prospect Management/Research Services

- Conduct and/or oversee targeted searches for individual, corporate, and/or foundation funders with funding interests that align with Spectrum Works programs and priorities
- Manage efforts to secure donations and grants including drafting letters, reports and corporate sponsorship proposals

Development Operations

- Oversee fundraising database and provide regular reports to the Executive Director tracking progress towards goals
- Design all solicitation and stewardship correspondence and activities including drafting acknowledgements and appeals

Qualifications

The Director of Development at Spectrum Works is a proactive, confident self-starter that thrives in a fast-paced environment that values results. S/he is, persistent, and driven to succeed in leading efforts to grow philanthropic support and in setting and exceeding goals.

- Bachelor's degree
- Applicants will not be considered unless they have a proven track record of securing significant donations from high net worth individuals
- At least five years of relevant experience in nonprofit fundraising or external relations, including quantifiable fundraising successes across a variety of revenue streams
- Experience building and executing fundraising strategies that identify and cultivate gifts from individuals, corporations, and foundations
- Passion for Spectrum Works mission
- Self-motivated, self-sufficient, and driven to collaborate with others to achieve success
- Strategic, proactive, and forward thinking
- Persuasive, outgoing, and confident
- Possess the highest standards of personal and professional integrity
- Adhere to and promote Spectrum Works mission, core values, and strategic priorities

BENEFITS

Spectrum Works offers a competitive salary and benefits, commensurate with experience and skills. Spectrum Works is an equal opportunity employer.

OFFICE LOCATION

Jersey City (Paulus Hook area) or Secaucus, New Jersey

PROFESSIONAL LEVEL:

Manager level

MINIMUM EDUCATION REQUIRED:

4-year degree

HOW TO APPLY

Applicants should submit a resume, cover letter and writing sample to annmarie@spectrumworks.org. To learn more about Spectrum Works, visit www.spectrumworks.org