



## Job Description

### **Director of Fund Development**

#### Background

904WARD envisions an end to racism in Jacksonville so all people thrive. We actualize this vision by creating racial healing and equity through deep conversations and learning, trusting relationships, and collective action. 904WARD began in 2015 with a small group of friends who came together to talk openly, challenge each other, support each other, and take action together to build a more inclusive Jacksonville. We are an organization supported largely by volunteers from Jacksonville's private, public, and nonprofit sectors committed to creating a community of inclusion for all of Jacksonville, FL's residents.

#### Position Summary

The Director of Fund Development works with the CEO, directors, managers, and other staff members to ensure we are raising enough funds from diverse sources to meet our organization's financial goals, forecasting future income, and gathering feedback from donors. The candidate will work closely with programs and communications teams to attract attention from potential supporters and host events that raise awareness of our organization's goals. The Director of Fund Development will help department leaders to create their own fundraising programs and connect them with opportunities to get more donations.

To be an excellent Director of Fund Development, you must possess excellent communication and interpersonal skills, be detail-oriented, and genuinely believe in our mission. The ideal candidate will support the CEO and can demonstrate a history of securing national funds, strategize about revenue generation, and cultivate relationships with local philanthropists.

#### The Responsibilities

The Director of Fund Development reports to the CEO and is responsible for:

- Planning and executing all fund development solicitations with the objectives of communicating the 904WARD's mission, renewing and increasing donor gifts, and acquiring new donors and funding sources locally, statewide, and nationally.
- Designing and implementing a comprehensive three-year Development Funding Plan which maintains the fiscal health of the organization and provides future financial resources for growth and expansion including, but not limited to cultivation, solicitation,

and stewardship activities, grant writing and management, corporate major giving, annual appeals, third party events, private foundations, national foundations, and internal events.

- Develop strong relationships within the community to foster a positive image such that companies, schools, civic organizations, and individuals will make 904WARD the local charity of choice for funding.
- Acting as primary point of contact for funding, donations, fundraising event inquiries, grant application processes, updates, and grant reporting.
- Collaborating with the fund development board committee to offer management, production, and oversight, including developing and managing production timeline, budget, and evaluation.
- Collaborating with the marketing and communications department to produce giving campaigns, as well as auxiliary marketing, promotional and outreach materials.
- Producing regular reports evaluating annual fund strategies and progress.
- Developing a pipeline of prospects for giving based on event participation and previous giving.
- Directing all donor acknowledgement: including written, phone, and in-person stewardship.
- Other duties as assigned.

### The Candidate

The ideal candidate will combine a passion for achieving racial justice with exceptional coordination, communication, and relationship-building skills. Among the assets and attributes sought are the following:

### **Qualifications**

- Advanced knowledge of fund development theories, principles, and procedures
- Strong written and oral communication skills
- High emotional intelligence
- Genuine enjoyment of relationship-building
- Preferred knowledge of donor database system, Bloomerang
- Experience in grant writing and management
- Is highly detailed-oriented and organized
- Is trustworthy, because we interact with highly sensitive information
- Is a collaborative teammate who can also work independently
- Enjoys a fast-paced, quick-changing environment
- A good sense of humor

### **Requirements**

- Minimum Bachelor's degree
- Minimum five years of experience in fundraising, sales and marketing strategies, grant writing and event planning with demonstrated evidence of prior success
- Mastery of technological skills (e.g. Microsoft, Zoom, social media, google calendar, etc.)

- A commitment to ending racism and knowledge/experience in the field of diversity, equity, and inclusion
- Comfort talking about difficult, delicate, and controversial subjects

### Compensation

The Director of Fund Development will be a full-time, exempt employee under the Fair Labor Standards Act. Compensation will be \$90,000 plus health insurance and other benefits.

If you or someone you know would like to join this dynamic organizations, please email your resume and cover letter to [Careers@904WARD.org](mailto:Careers@904WARD.org).

### ***Equal Opportunity Employer***

*904WARD is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, or military status.*