Position Title: Director of Development

Reports To: President and CEO

Supervises: None

Employment Status: Full-time

Position Overview

This position would be primarily responsible for development donor strategy and execution. The CEO would remain NCFA's primary frontline fundraiser and senior donor relationship-builder. This person would create the structure, materials, preparation, and follow-through needed to make those efforts successful.

Key Responsibilities

The following are the primary responsibilities of this position, including major areas of work, recurring responsibilities, and important projects or functions that this position owns or supports.

- Develop and manage an annual development strategy and revenue plan.
- Establish fundraising goals, forecasts, and performance measures.
- Draft grant proposals, reports, letters of inquiry, appeals, donor communications, and other fundraising materials.
- Conduct donor and prospect research and prepare the CEO for donor meetings, cultivation, and solicitations.
- Manage the development pipeline, fundraising calendar, donor records, acknowledgments, gift processing, stewardship activities, and follow-up.
- Develop relationships with selected donors and funders while supporting the CEO as the primary frontline fundraiser.
- Lead conference sponsorship and exhibitor revenue, including prospecting, recruitment, solicitation, tracking, benefit fulfillment, and ongoing stewardship.
- Prepare briefings, talking points, presentations, and other materials for important external and internal meetings.

Collaboration & Relationships

Internal: President and CEO, NCFA staff, and other leadership as needed to advance fundraising and selected organizational priorities.

External: Donors, prospective donors, foundations and other funders, partners, and other external contacts relevant to development and CEO-led initiatives.

Other Duties: This position may be asked to perform other duties and responsibilities that are reasonably related to the position and support NCFA's mission and organizational needs.

Salary range: $70,000-90,000

Qualifications

NCFA recognizes that not every candidate will bring all of the knowledge, skills and experiences listed below, and welcomes candidates with a variety of experiences.

- Five or more years of progressively responsible nonprofit development experience, including demonstrated success with institutional and individual fundraising, plus experience managing complex organizational initiatives
- Demonstrated success securing and stewarding significant foundation and individual gifts.
- Excellent grant writing, donor communication, and case-development skills.
- Experience managing a fundraising pipeline and CRM.
- Strong project-management skills and the ability to move work across organizational boundaries.
- Excellent judgment, discretion, and ability to work closely with a CEO.
- Experience in a small or midsized nonprofit, where senior staff combine strategy with hands-on execution.
- Adoption, child welfare, or family-services experience preferred, but not required.

To apply, send your cover letter and resume to jobs@adoptioncouncil.org.