

## POSITION DESCRIPTION

<b>Position</b>	<b>Director of Development</b>	<b>Category</b>	Full-time, permanent
<b>Supervisor</b>	Deputy Director	<b>Function</b>	Programmatic

### Position Overview

The Director of Development will be responsible for all annual and long-range development activities to sustain myFutureNC (MFNC) operations and long-term stability. This includes managing the strategic direction and tactical implementation of a comprehensive fundraising program with individual, corporate, and foundation objectives. This position works closely with the President & CEO and Board of Directors in building a diverse set of donor prospects across North Carolina and nationally.

### Responsibilities

#### General duties

- Collaborate with the President & CEO, Board of Directors, and MFNC team to create and implement a fund development plan that increases funding to support the organization's strategic direction—special attention toward establishing a network of private donors (corporate, individual and foundation) is critical
- Meet or exceed MFNC's development goals while adhering to best practices and policies
- Build upon and expand relationships with stakeholders across North Carolina to attract philanthropic support
- Plan and execute effective donor cultivation, recognition, and stewardship
- Responsible for overseeing all aspects of soliciting and closing individual gifts

#### Grant management

- Develop a thorough understanding of MFNC's programs and identify potential grant opportunities
- Research and write high quality applications for grants including producing or gathering any necessary supporting documentation
- Fulfill all reporting requirements of grant-making foundations in a timely manner

#### Individual donor development

- Identify prospective donors whose goals or interests may align with the MFNC mission
- Leverage existing connections to initiate relationships
- Create a compelling case for financial support and solicit donations
- Maintain an ongoing database of potential donors
- Proactively communicate the organization's progress to donors
- Oversee creation of publications to support fundraising activities

### Position Competencies, Compensation and Travel

<b>Education</b>	Requires a bachelor's degree in a related discipline; graduate degree preferred.
<b>Experience</b>	Requires a minimum of multiple years of grant writing experience, managing fundraising databases, fundraising techniques, particularly major gift fundraising, coordinating fundraising efforts at the state and national level, including events, campaigns, and digital communications. Not required but experience preferred with networks in the North Carolina

	business and nonprofit communities and prior experience or familiarity with education at either the local or state level.
<b>Skills</b>	The position requires excellent project writing and management skills, strong interpersonal skills with the ability to develop and maintain external relationships, comfort with public speaking, and readily apparent enthusiasm for the mission of MFNC.
<b>Position Type</b>	Hybrid: This position is based in Raleigh, NC and requires a minimum of 2 in-person office days per week. Exceptions may apply on an as-needed basis with advance notice provided.
<b>Compensation</b>	Salary range \$85,000-\$115,000, commensurate with education and experience-range. Benefits competitive with public and private industry including but not limited to health and savings plans. 40 hours per week.
<b>Travel</b>	This position requires frequent statewide travel, sometimes on short notice.

### About myFutureNC

myFutureNC is a non-partisan statewide nonprofit organization which promotes a shared vision for an education-through-workforce continuum across North Carolina (from early childhood through adulthood) and aligns and coordinates local, regional, and state actions that will dramatically increase attainment of valuable credentials and postsecondary degrees. Our work is guided by meeting or exceeding a goal of at least two million North Carolinians by 2030 with valuable, high-quality credentials and postsecondary degrees that will lead to a stronger, more competitive, and prosperous North Carolina.