



POSITION DESCRIPTION

Mission: PEARLS for Teen Girls is improving quality of life and strengthening our community one girl at a time by empowering young women with self-development tools, guidance and support to strive for better, brighter futures by living out the PEARLS values:

P – Personal Responsibility, E – Empathy, A – Awareness, R – Respect, L – Leadership; and S – Support.

Position Title: Director of Development

Reporting Relationship: President & CEO

Supervision: Events and Development Coordinator, Volunteer and Donor Relations Coordinator, Marketing & Communications Manager

FLSA Status: Exempt, Full Time

Position Overview: In collaboration with President & CEO and the Board, the Director of Development oversees the strategic and day-to-day fundraising production for PEARLS. 95% of PEARLS' operating budget is a direct result of philanthropy. The position develops and implements fundraising strategies that are donor centric and entrepreneurial.

PEARLS Critical Leadership Qualities:

- Strategic Planning and Business Planning
- Relationship Management
- Innovation
- Financial Acumen
- Communication
- Change Management

Key Responsibilities:

- Develop and execute PEARLS' annual fund development plan.
- Oversee fund development department and lead goal setting with team members.
- Secure financial support from individuals, foundations, organizations and corporations.
- Develop and maintain ongoing relationships with major donors.
- Create and execute a strategy for a large, sustained base of annual individual donors.
- Oversee organization of fund development special events.
- Develop and track proposals and reports for all foundation and corporate fundraising.

- Research donation programs and opportunities available through local, state, and national sources.

Community:

- Strengthen ties and financial commitment from long-term donors and increase the pool of new donors.
- Manage all donor cultivation, relationship building, solicitation and stewardship cycles.
- Prospect for new foundation, corporation, charitable foundations or governmental agencies and individual leads. Coordinate with President & CEO and Board on pursuing new leads.
- Attend and assist with PEARLS events with the purpose of cultivating current and potential benefactors, including, but not limited to Inspired to Lead Event, PEARLS parties, College & Career Readiness Program and others. Implement new events, as needed, to continue to share and strengthen the PEARLS mission.
- Responsible for preparing new grant proposals and renewal of current grants.
- Oversee volunteer management structure: recruitment, experience, and stewardship.

Leadership:

- Partner with President & CEO, PEARLS Senior Leadership and Fund Development Committee of the Board to develop annual goals and objectives.
- As a priority, lead the growth of our individual benefactor segment.
- Staff the Fund Development Committee of the Board.
- In coordination with the President & CEO and the Board, develop, implement and execute the annual Fund Development plan.
- Ensure the implementation of standard fundraising processes and procedures, where applicable across the entire agency.
- Manage relationship with contracted grant writer.

Operations:

- Develop and maintain overall funding revenue goals and budget.
- Ongoing review and tracking of annual revenue targets.
- Manage all deadlines for grants, RFPs, and reports.
- Collaborate and plan with Funding/Development Leadership for potential revenue through marketing and visibility of the Agency.
- Responsible for direct mail and eCampaigns.
- Oversee management of the fund development database.

Other duties may be assigned.

Required Skills, Knowledge, and Abilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and Experience:

Bachelor's degree in communications, marketing or related field. A minimum of 5 years experience, demonstrating ongoing growth in fundraising, communications and leadership. Experience could be in non-profit, corporate foundations or private foundations.

Language Skills:

Ability to read and interpret documents, such as policy and procedure guidelines and fiscal reporting requirements. Ability to write grants, RFPs. Ability to generate reports for use by others. Ability to speak effectively before groups of youths, adults, and community professionals.

Necessary Skills:

- Passion to be a part of PEARLS family and the community in which it serves.
- Ability to network, represent and present to individuals/groups in the community.
- Strong project management and planning skills. Ability to manage multiple projects, simultaneously.
- Computer/ word processing proficient.
- Business and operational planning experience (people, process and fiscal planning).
- Effective communicator (Clear, candid and caring).
- Strong problem solver, able to approach challenges with innovation.
- Proactive thinker, able to anticipate needs and opportunities.
- Resourceful, able to manage budget cost effectively and efficiently.
- Excellent at time-management and with strong organizational skills; able to multi-task and prioritize activities.

Mathematical Skills:

Ability to perform basic high school mathematical operations. Ability to complete service delivery statistical reports, including outcome measurement achievement. Ability to complete financial activities, including budgeting/revenue planning, billing procedures and budget maintenance. Ability to operate and have working knowledge of basic computer software, including word processing.

Other Skills and Abilities:

Ability to respect and maintain confidentiality. Ability to work with non-judgmental attitude in a population comprised of diversity in gender, socio-economic and ethnic group, sexual orientation, and physical or mental abilities. Ability to work within the parameters of the program and be able to work in an environment where there is frequent exposure to stressful/critical situations. Ability to frequently use standard office equipment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to use hand to finger, handle, or touch object, and to talk and hear. The employee is frequently required to stand, walk, and sit. The employee is regularly required to work in outside environments, occasionally during periods of inclement weather. The employee is occasionally required to reach above shoulders; climb or balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Compensation and Benefits:

The salary range for this position is \$75,000 to \$85,000, commensurate with experience. Included is a competitive benefits package with medical, dental and vision; life and disability insurance; a flexible spending account; paid time off; paid holidays; and participation in a retirement plan.

To Apply:

To apply, please submit a resume and cover letter to jobs@theemployergroup.com. This position will remain open until filled. For best consideration, we encourage you to apply by September 11th, 2023.

Equal Employment Opportunity Statement:

It is the policy of PEARLS for Teen Girls to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, PEARLS for Teen Girls provides reasonable accommodation for qualified individuals with disabilities.