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MentorConnector.com

## Director of Development Job Description

YOU BELONG HERE! At The Mentor Connector, we believe that all youth are resilient and experts on their own experiences, therefore, we design strategies to help youth thrive with encouragement. As a youth-service nonprofit, our programs work seamlessly together to ensure ALL youth develop a sense of purpose, passion, and belonging.

Our close-knit team fosters collaboration and values work-life balance, recognizing the unique strengths each member brings. We embrace continuous learning, encouraging creative thinking, mutual support and accountability to drive our collective growth. To help us continue to grow, we are looking for a passionate, creative, self-starter, with a demonstrated background in development and fundraising who is excited to join our efforts.

In partnership with the Executive Director, the Director of Development will lead all fundraising and outreach initiatives, manage communication efforts, and develop and strengthen relationships with foundation, corporate, and individual donors. The ideal candidate will be comfortable representing the organization in an array of settings: with a potential donor over coffee OR presenting at a corporate boardroom.

**This full-time exempt opportunity includes medical and generous paid time off for holidays, sick leave, and vacation. A flexible and team-oriented work environment. Salary range \$55,000-\$60,000 annually.**

### **Responsibilities include:**

#### *Leadership and Management*

- Develop and implement a comprehensive annual fundraising plan in collaboration with the Executive Director
- Manage all aspects of individual giving, including major gifts, planned giving, and annual campaigns focusing on increasing average gift, number and frequency
- Support Board of Directors, Advisory Board and New Supporter Network to identify and solicit funding resources and utilize their network for organizational support and growth
- Identify, qualify, and cultivate new donors, grants, sponsorships, and additional sources of revenue for organization priorities and connecting organization mission and results to investor's philanthropic goals and ambitions

- o Support, prepare, and strategically deploy the Executive Director to meet with key potential donors, both existing and new prospects
- o Lead the planning and execution of donor cultivation events, stewardship activities, and recognition initiatives to ensure donor engagement and retention
- o Collaborate internally to develop budgets, monitor and forecast revenue and expenses, and drive financial results

*Annual Giving, Major Gifts, Corporate Giving & Grants*

- o In collaboration with the Executive Director identify, track, cultivate and solicit funding from government, corporate, and private foundations
- o Oversee the donor management database including gift processing, acknowledgments, and donor stewardship
- o Create and manage a portfolio of prospective leadership donors (\$5,000+)
- o Lead the timely writing and submission of all grant proposals and reporting requirements
- o Oversee organization of special events and secure support for TMC initiatives through creative, innovative events and giving opportunities

*Development Communications*

- o In conjunction with the Executive Director and director, develop a comprehensive development- focused communications strategy, integrating into The Mentor Connector larger plan for growing awareness of TMC's impact and role in the community
- o Oversee the organization's marketing and communication channels
- o Work alongside staff and designers to create and distribute print and electronic communications including newsletters, brochures, website, social media, direct mail and press releases
- o Generate new ideas that increase revenue and investor longevity
- o Any additional duties as assigned by the Executive Director

**The selected candidate will possess:**

- Strong interpersonal and relationship-building skills
- 5 + years professional experience in fundraising, grant management, or marketing with a track record closing five-figure gifts
- Ability to work independently but also a team player with a "do whatever it takes" attitude
- Strong project management and organizational skills a must
- Ability to work varied hours to meet the needs of the organization (including occasional evening and weekends)
- Ability to assess organization' strengths, gaps and efficiencies, balancing health of organization with programmatic needs and functions
- Passionate advocate for youth development and mentoring

- A commitment to The Mentor Connector's mission

### **Desired Qualifications**

- Bachelor's degree preferred, preferably in nonprofit management, communications, business, or related field
- History of closing 5-figure gifts
- 2+ years of demonstrated experience developing and leading a professional team
- Experience with fundraising software and tools, including CRM software, Google Ads, Google Analytics, Mailchimp, Blackbaud or similar platforms

### **Coachability**

- Able to work in a team environment and has the courage to communicate openly and honestly
- Possess a growth mindset: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results through mentorship and professional development opportunities
- Adaptable
- High functioning sense of humor, humility, and emotional intelligence
- Foster a culture of integrity, service, adaptability, innovation, and responsibility

**All candidates must successfully complete a fingerprint-based FBI background check prior to hire and possess reliable transportation as the position requires 20%-30% travel within Rutland County.**

**Please send a cover letter and resume to [HireMe@MentorConnector.com](mailto:HireMe@MentorConnector.com).**

**A cover letter MUST be submitted to be considered for the position.**

*The Mentor Connector is an Equal Opportunity Employer committed to fostering a diverse and inclusive workplace.*