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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 annual fundraising plan with Executive Director
- Oversee individual giving programs (major gifts, planned giving, annual campaigns) to boost gift size, frequency, and donor numbers
- Identify and cultivate new revenue sources, aligning organizational mission with donor philanthropic goals
- Prepare Executive Director for strategic meetings with key prospects
- Execute donor cultivation events and recognition initiatives
- Collaborate on budget development, revenue forecasting, and financial performance

Annual Giving, Major Gifts, Corporate Giving & Grants

- Identify and pursue funding from government, corporate, and foundation sources

- Manage donor database systems and stewardship processes
- Develop and nurture portfolio of leadership donors (\$5,000+)
- Write and submit grant proposals while ensuring compliance with reporting requirements
- Organize innovative special events and giving opportunities to secure support for TMC initiatives

Development Communications

- Create comprehensive development communications strategy that integrates with TMC's broader awareness goals
- Direct marketing and communication channels
- Collaborate with staff and designers on print/electronic communications across multiple platforms
- Develop innovative approaches to increase revenue and donor retention
- Perform additional duties as directed by Executive Director

The selected candidate will possess:

- Strong interpersonal and relationship-building skills
- 5 + years professional experience in fundraising, grant management, or marketing
- Ability to work independently but also a team player with a “do whatever it takes” attitude- we are a small team, flexibility is key
- Ability to work varied hours to meet the needs of the organization (including occasional evening and weekends)
- Strong project management and organizational skills a must
- Ability to assess organization’ strengths, gaps and efficiencies, balancing health of organization with programmatic needs and functions
- Passionate advocate for youth development and mentoring

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

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 resume and cover letter answering the following three questions below to HireMe@MentorConnector.com by May 7, 2025.

1. What talents are you most excited to bring to The Mentor Connector?

2. One of the focus areas this year is to generate revenue from multiple streams. How do you see yourself contributing to that work?
3. If you were designing a superhero whose power was fundraising, what would be their name, special ability, and signature catchphrase?

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