

## **Make-A-Wish Foundation of Central & Western North Carolina**

**Title:** Development Director

**Position Classification:** Exempt, Full Time

**Description:** Responsible for overall development of multiple complex campaigns and projects with major fiscal and operational impact focused on the Greater Charlotte Metro Region for the Central & Western North Carolina Chapter.

**Work Direction:** Works under the supervision and direction of the Chapter CEO.

### **Responsibilities:**

- Develop, manage and materialize comprehensive plans for fundraising events and campaigns, and major and planned giving, including specific budgets, strategic plans, donor development (individual and corporate), committee development, marketing and sponsorship;
- Actively manage a portfolio of major gift prospects; develop and execute plans for cultivation, solicitation and stewardship;
- Develop and manage annual giving campaign;
- Maintain, identify and cultivate Foundation grants and support;
- Collaborate with other Chapter staff to identify and secure comprehensive corporate relationships that benefit multiple campaigns;
- Work closely with Board of Directors on fundraising initiatives;
- Supervise and manage other development staff as assigned to achieve goals.

### **Requirements:**

- Bachelor's degree.
- Minimum 3 years experience with a not-for-profit in a Director-level development capacity;
- A demonstrated track record of development success within the not-for-profit sector;
- Tremendous leadership ability; the bent for taking responsibility, moving ahead and encouraging others; must have the self-confidence, the integrity, the intellect, and the perseverance that inspires trust and confidence;
- A decisive thinker, doer and strategic leader; will challenge, push and inspire the organization to think "big" and long term; the ability to focus the organization and Board on key issues/initiatives that will benefit the organization in the long term;
- Excellent communication and interpersonal skills
- Strong organizational/administrative skills; will be hands-on, someone who will get into the details;
- Financial acumen; must be comfortable with the financials of the business; operates with transparency and manages limited resources well;
- An entrepreneurial spirit; a highly driven, energetic, detailed, roll-up-the-sleeves yet disciplined management style; a person who enjoys a small company atmosphere and will be comfortable in an environment with lean staffing; the ability to wear a number of different hats and switch gears quickly and frequently;
- Working knowledge of Microsoft Office including Outlook, Word, Excel and Power Point
- Experience with pledge-based campaigns and grassroots fundraising

Submit a letter of interest, (MUST INCLUDE SALARY HISTORY), and resume to [abrindley@ncwish.org](mailto:abrindley@ncwish.org) by January 31, 2012. No calls.