

## **Operation Shoestring Development Director**

Position Listing

Posted 11/15/11 – Close 12/1/11

**Reports To:** Executive Director

**Classification:** Director (Full-Time), Exempt

**Major Function:** The primary responsibility of this position will be to develop and implement the organization's short- and long-term fundraising plans in order to ensure that adequate funds are available to carry out Operation Shoestring's work. The Development Director will effectively represent the organization to donors, prospects and the public and will continually seek out new opportunities and avenues for support.

### **Qualifications:**

- Minimum qualifications required include a Bachelor's Degree; hiring preference is given to a candidate with additional desired qualifications and advanced achievement such as an MBA degree.
- A minimum of three years work experience in professional fundraising and major donor solicitation, including grantwriting, is required; experience within the nonprofit sector is preferred; experience with building legislative/government relationships is a plus.
- The position demands the knowledge of most disciplines of fund development. The Development Director must be a self-starter, and be able to manage tasks and work independently without close daily supervision.

### **Requirements:**

- Exceptional interpersonal skills and the ability to present effectively to small and large groups.
- Exceptional written and oral communications skills.
- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
- Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.
- Ability to supervise and train employees and volunteers, to include organizing, prioritizing, and scheduling work assignments.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives.
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objective.
- Experience using data management software for business growth and development.

**Job Responsibilities:**

- Plan, structure, implement and monitor an effective development program to increase the current and permanent assets of the organization, to include semi-annual fund appeals and other appeals, as needed.
- Work with the board, executive director, resource development committee, deputy director and program leadership staff to position all development activities within the organization’s mission and strategic plan;
- Work with the communications director to position all development activities within the organization’s communications and volunteer plan.
- Develop new sources of funding, especially major donors, as well as secure multi-year funding sources to ensure Operation Shoestring’s long-term sustainability.
- Work to move existing donors to the next level of involvement.
- Plan and execute fundraising and public relations events. This will be done in collaboration with the communications director.
- Identify, conduct research, and cultivate new major donor prospects including individuals, corporations, and foundations in the state and throughout the country, through visits, phone calls, correspondence, and special events in order to strengthen and nurture the organization’s donor base.
- Develop and write proposals continually for submission to new corporate and foundation donors.
- Provide stewardship to major gift donors.
- Provide leadership and management of the database for internal tracking systems and for the development and maintenance of prospect records for mailings, solicitations, etc.
- Provide regular reports and updates to the executive director and board of directors as requested.
- Assume responsibility for certain aspects of budget management and financial reporting for development, both internally and to the board of directors.

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Qualified applicants should mail or email their letter of interest, resume, and references to:

Robert Langford  
Executive Director  
Operation Shoestring  
PO Box 11223  
Jackson, MS 39283-1223  
rlangford@operationshoestring.org

Deadline for submitting applications is Dec. 1, 2011

Operation Shoestring is a nonprofit social services organization founded in 1968 in Jackson. For more information about Operation Shoestring, go to [www.OperationShoestring.org](http://www.OperationShoestring.org)

*By teaching children and inspiring families, Operation Shoestring ensures we all rise together.*