Development Position Description

Development Director 40 hours/week, non benefited

Overview: In consultation with the Executive Director (ED), the Development Director will lead the implementation of the Student Support Network's development program and external communications efforts. The successful candidate will implement the organization's fundraising and external communications strategies, with support from fellow staff and the Board of Directors.

The Student Support Network (StudentSupportNetwork.org), a 501(c)(3) non-profit organization, is seeking a Development Director to implement external relations and fund development strategies to enable its work of supporting students in need through Network partner schools within the Baltimore County Public School system.

The Network exists to improve the lives of Baltimore County school children living in poverty by providing food, other basic necessities and advocacy to support their well-being and enhance their school performance. The Network has benefited thousands of students in need and their families, and has successfully advocated for the expansion of existing programs providing food in schools. It is recognized locally and at the State level for its work on students' behalf.

Applicants should have at least five years experience in a development role, preferably in a "small shop" environment managing a wide variety of activities. We are seeking existing knowledge of annual giving practices and implementation, grant writing and reporting, prospect/relationship management, mid-level gift solicitation and stewardship, and fundraising event strategy. Additionally, applicants should have strong communication skills and the ability to produce clear and persuasive e-newsletters, social media posts, annual reports, and related pieces.

Desired qualifications include the ability to prioritize, strong organizational skills, creativity in networking and community-building across Baltimore County, comfort in asking, and excellent writing skills.

Essential Duties and Responsibilities

- Designs and implements strategic annual fundraising plan to support the Network's goals.
- Identifies and builds relationships with current and potential sources of income throughout the community, including businesses, government agencies, individual donors, and foundations.
- Oversees fundraising events - with support of a contractor, business outreach, individual donor relations, and annual fundraising appeals.
- Researches and writes grants and required reports.
- Leverages donor database (Little Green Light) and updates with prospect/donor information and contact reports (in conjunction with Administrative Coordinator).
- Identifies and conducts marketing and networking opportunities to promote and secure potential donors.
- Maintains a portfolio of at least fifty prospects/donors to personally cultivate, solicit, and steward
- In conjunction with the Executive Director and Board President, sets expectations of and supports the efforts of the Board Development Committee and its members

- Researches and leverages relationships with corporations to further in-kind donations.
- Creates and sends the periodic e-newsletter to the general e-mail list
- Ensures that all outward-facing communications materials are high quality and aligned with brand standards
- Holds primary responsibility for the accuracy and timeliness of the Student Support Network website. Coordinates with volunteer webmaster for updates and is capable of making updates in wordpress when needed.
- Contributes to the Student Support Network social media presence, and manages the social media schedule in conjunction with fellow staff.
- Other duties, as assigned.

Qualifications/Competencies

- Comprehensive understanding of the overall mission of the Student Support Network.
- Broad knowledge of the principles of fundraising.
- Strong oral and written communication skills.
- Comfortable securing and asking for donations.
- Ability to manage multiple projects and priorities.
- **Strong grant writing and reporting skills.**
- Has analytical and problem-solving skills.
- Connections within the Baltimore County business and philanthropic community is a plus.
- A self-starter.
- Demonstrates integrity and empathy.
- Ability to network to create new opportunities and partnerships.
- Basic graphic design capabilities (Canva is acceptable).

Education and Experience

- BA from accredited college in related field and course work.
- A minimum of five years fundraising experience and/or related experience.

This is a full-time position, flexible hours, designed for remote work and requiring local travel within Baltimore County. Salary $85,000-$90,000, 3-4 weeks vacation, non-benifitted based on experience.

Submit cover letter and resume to Executive Director, contactus@studentsupportnetwork.org