



EMPLOYEE NAME			
FLSA STATUS	NON-EXEMPT	STATUS	PART-TIME

SUMMARY

The **Development Director** plays a pivotal role in MAP’s fundraising and development efforts. This individual will oversee all aspects of the organization’s fundraising strategy including donor acquisition and retention, grant writing, donor management, event planning, annual fund drive and marketing. The Development Director will work collaboratively with the CEO, Board of Directors, development staff, and volunteers to build and maintain relationships with donors and funders, ensuring MAP’s financial sustainability.

QUALIFICATIONS & SKILLS

Experience:

- High school diploma or equivalent (required). Bachelor’s degree in nonprofit management, communications, business, or a related field preferred.
- 3-5 years of experience in nonprofit fundraising preferred.
- Grant writing, or development, Certification in fundraising (e.g., CFRE – Certified Fundraising Executive) can be a plus but not required
- Proven track record of successful grant writing and donor management.

Skills:

- Exceptional writing, communication, and interpersonal skills; strong organizational and project management skills.

Technology:

- Familiarity with donor management software (e.g., Bonterra, DonorPerfect), Microsoft Office Suite, and digital marketing tools.

Creativity:

- Ability to think creatively about fundraising strategies and donor engagement.

Ethical Leadership:

- Commitment to upholding ethical standards and representing MAP’s mission with professionalism.

Fundraising Knowledge

- Familiarity with different types of fundraising, including individual giving, grant writing, corporate partnerships, and special events.
- Experience with donor management software to track contributions and relationships.

Grant Writing Expertise

- Strong writing skills and experience in creating persuasive and well-structured grant proposals.
- Ability to analyze funder guidelines and craft tailored applications to meet the needs of specific grantors.

Relationship-Building Skills

- Ability to connect with donors, partners, and community stakeholders.
- Strong interpersonal and communication skills to build trust and keep supporters engaged.

Project Management

- Strong organizational skills to juggle multiple projects, deadlines, and fundraising initiatives.
- Attention to detail in managing complex grant requirements and donor expectations.

Creativity and Problem-Solving

- Ability to think creatively about fundraising campaigns and donor engagement.
- Problem-solving skills to address challenges in meeting fundraising goals or engaging new supporters.

Data Analysis

- Ability to analyze donor trends and fundraising data to make informed decisions and adjust strategies as needed.

CLASSIFICATION

- Part-Time: 24-28 hours/week
- Salary Position
- Non-Exempt

REQUIREMENTS

- Office hours are between Monday - Friday 8:00am – 5:00pm (Flexible hours)
- Valid Driver’s License

SUPERVISORY RESPONSIBILITIES

- Volunteers and Development Support Staff

REPORTS TO

- CEO

ESSENTIAL JOB FUNCTIONS

1. Fundraising Strategy and Planning

- **Develop Fundraising Plans:** Collaborate with the CEO, Board, and staff to create both annual and long-term fundraising plans.
- **Set Fundraising Goals:** Establish realistic, measurable fundraising goals based on MAP's financial needs and strategic growth plans.
- **Diversify Funding Sources:** Explore and implement a variety of fundraising approaches, including major gifts, corporate sponsorships, events, online campaigns, and grants.

2. Grant Writing and Fundraising

- **Research Funding Opportunities:** Identify and assess potential grants, corporate sponsorships, and other funding sources that align with MAP's mission.
- **Grant Proposal Writing:** Write and submit compelling, tailored grant proposals with the CEO to secure funding for programs, general operating costs, or capital campaigns. Ensure compliance with funder guidelines.
- **Manage Reporting Requirements:** Oversee the timely submission of progress reports to funders, including financials, programmatic updates, and any funder-specific requirements.

3. Donor Management and Stewardship

- **Cultivate Relationships with Donors:** Build and maintain relationships with current and prospective major donors, small donors, corporate sponsors, and foundations. Conduct ongoing prospective research.
- **Donor Acknowledgement and Recognition:** Develop and implement donor stewardship strategies, ensuring timely and thoughtful acknowledgment of donations and ongoing donor engagement.
- **Track Donor Contributions:** Manage MAP’s donor database to track contributions, analyze giving patterns, and identify opportunities for donor growth.

4. Event Planning and Management

- **Organize Fundraising Events:** Lead the planning and execution of fundraising events such as galas, auctions, benefit dinners, or community engagement events. Oversee capital campaigns and other major fundraising initiatives.
- **Coordinate Volunteers and Sponsors:** Work with volunteers, vendors, and sponsors to ensure the successful execution of fundraising events.
- **Leverage Events for Relationship Building:** Use events to engage with current and prospective donors, ensuring they feel connected to MAP's mission.

5. Collaboration and Leadership

- **Work with Executive Leadership:** Collaborate with the CEO and Board of Directors to align fundraising strategies with MAP's overall mission and goals.
- **Manage Development Staff/Volunteers:** Oversee the Volunteer Development Committee and other fundraising staff or volunteers, providing leadership and guidance.
- **Provide Reports and Updates:** Regularly update leadership and the Board on fundraising progress, ensuring alignment with organizational objectives.

6. Marketing and Communications

- **Develop Donor-Focused Communications:** Craft compelling messages that resonate with donors, including newsletters, annual reports, and personalized communications.
- **Leverage Social Media and Online Platforms:** Utilize social media platforms and digital tools to promote fundraising efforts, build awareness, and engage with supporters.
- **Create Promotional Materials:** Oversee the development of brochures, videos, and other materials to highlight MAP's mission and impact.

ADDITIONAL RESPONSIBILITIES

- **Attend Leadership Team Meetings:** Participate in internal meetings and contribute insights to drive MAP's strategic direction.
- **Demonstrate Professional Conduct:** Uphold a high standard of professionalism in all interactions with donors, funders, volunteers, and staff.
- **Participate in MAP Committees and Activities:** Be involved in relevant committees and activities to drive fundraising efforts and engage with the community.
- **Drive to Required Locations:** Travel to required locations for meetings, events, and other business needs.
- **Uphold Ethical Standards:** Adhere to the NASW Code of Ethics in all aspects of your work and represent MAP's values with integrity.
- **Routine Onsite Attendance:** Maintain regular onsite attendance as scheduled.
- **Other Duties as Assigned:** Perform any other tasks as required by the organization.

WORK ENVIRONMENT

- Ann Arbor Office Location
- Indoor office environments and local community areas

PHYSICAL DEMANDS

- Continuously requires:

- Work in a standard office environment, which may involve frequent movement between different locations within the office
- Sedentary work sitting at a desk, using a computer, and operating office equipment
- Dexterity and coordination for typing using a keyboard and mouse at a workstation for an extended period of time
- Communicate effectively, both verbally and in writing, and may need to use the telephone and other communication tools
- Good vision, including close vision for detailed work, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Frequently requires:
 - Remaining in a stationary position for long periods of time
 - Driving
- Occasionally requires:
 - Moving about inside the office
 - Moving objects up to 10 pounds
 - Stand; walk; climb or balance and stoop, kneel, crouch, or crawl, ascend and descend stairs

EQUIPMENT

- Phones
- Computer/Laptops/Tablets/Monitors
- Printers/Copiers/Scanners