



of the Valley

**Job Title:** Director of Development

**Scheduled Hours:** FT/Exempt

**Reporting Level:** Executive Director

**Salary Range** \$73,000 - \$87,360

**The Director of Development** leads and manages the strategic direction of the development team, and fundraising strategies to advance the agency's mission. Working closely with the Executive Director and the Board of Directors, the Director of Development will grow revenue by cultivating key donor relationships and designing fundraising events that successfully generate funding and increase engagement between donors and the organization.

The successful candidate will have a personal commitment to our mission and will be an experienced fundraiser, team leader and supportive team player. They will provide executive-level leadership and seamlessly transition between leading innovative efforts and tasks; collaborating on initiatives with the Executive Director, colleagues and board members; and coaching team members. They will possess an entrepreneurial spirit and competencies in effectively cultivating long-lasting relationships, developing and executing fundraising strategies, and seamlessly moving donors through the gifting process.

### **Who We Are**

After 40+ years, Girls Inc. of the Valley continues to inspire all girls\* to be strong (healthy), smart (educated), and bold (independent). Girls Inc. provides more than 800 girls in the Holyoke, Chicopee and Springfield area with life-changing experiences and real solutions to the challenges girls face. As part of a national model, the Girls Inc. Experience is what makes us unique among organizations serving youth.

### **Why Join Girls Inc. of the Valley**

With an articulated belief in the mission of the organization, you will play an important role in improving the lives of girls in our community, especially girls of color, disenfranchised, and other under-represented populations. Girls Inc of the Valley offers flexibility, recognizes the need to balance personal and professional lives and provides a robust and competitive benefits package.

Girls Inc. recognizes that it is essential for the organization to include the values of diversity, equity, and inclusiveness as part of our strategy to achieve our vision and mission. We are

committed to building a culturally diverse staff that represents the population of youth we serve and strongly encourage applications from candidates with diverse backgrounds.

## **Responsibilities**

As the Director of Development of an organization with a \$2 million annual operating budget, you would lead a team of professionals responsible for donor cultivation, corporate and foundation grants, planned-giving, special events, marketing and external communications.

### **You would be responsible for:**

- Achieve a Balanced Fund Development Program in conjunction with the Executive Director: develop and implement an overall development and/or multi-year comprehensive campaign plan that includes expanding resources with overarching, measurable goals.
- Major Gifts and Capital Campaign: Manage an individual and major gift portfolio along with the Executive Director, stewardship of donors, and prepare for future campaigns.
- Budget and Reporting: Manage the department budget and provide regular reporting.
- Grants: Ensure system for tracking grants and cultivate institutional funders.
- Annual activities: Oversee annual fund development events – both cultivation and fundraising, annual appeals, annual reports.
- Volunteer and Alumnae Relations: Work with staff to engage volunteers and alumna for stewardship and donor cultivation including board development.
- Board of Directors: Provide key support for board committees and engage board members in fundraising activities.
- Marketing and Communications: Oversee the production of communications materials for brand awareness and engagement to strengthen visibility amongst the funding partners and the community and create a pipeline of potential donors.
- Represent Girls Inc. of the Valley: staying abreast of organization-wide and community issues, contributing to the overall leadership of the organization.

### **Who You Are**

- Entrepreneurial spirit with successful track record of seven to ten years of experience in nonprofit fundraising – including six-figure gifts and large-scale events.
- Excellent team leadership skills, including hiring, coaching, developing staff, and fostering a positive, collaborative environment.
- Skillful at building strong new and lasting relationships, networking, and stewarding a portfolio of contacts.
- Connected to a strong network of leaders in philanthropy, business, and community with a solid understanding of the local area.
- An articulated belief in the mission of the organization; connection to or reflecting our girls and families
- Ability to think strategically and lead change and growth
- High level of professionalism. Integrity, diplomacy, and accountability

- Excellent communications skills emphasizing the ability to listen and hear others, as well as written communication.
- Experience with Bloomerang or other donor and CRM databases.
- CFRE certification a plus.

\*Please see our website at [girlsincvalley.org](http://girlsincvalley.org) to learn more about our gender inclusive statement.

APPLICATIONS ACCEPTED THROUGH Monday, JANUARY 6, 2025.

Please email a cover letter, résumé, and names/contact information of three references to Kim Colwell, Executive Assistant, at [kcolwell@girlsincvalley.org](mailto:kcolwell@girlsincvalley.org).