

WALIPP
DIRECTOR OF DEVELOPMENT
Grant Writing
(Contract or Part time)

POSITION SUMMARY:

The Director of Development is responsible for planning, organizing, and directing all of grant writing and fund raising. The Director works closely with The Executive Director and the Board of Directors in all development and fund-raising endeavors.

POSITION RESPONSIBILITIES:

- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Oversee prospect research.
- Work closely with Executive Director, and Board of Directors.
- Oversee fundraising database and tracking systems.
- Oversee creation of publications to support fund raising activities.
- Maintain gift recognition programs.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

QUALIFICATIONS:

- Three years' experience with nonprofit Grant writing. Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor's degree.
- 5 years minimum experience in professional fundraising.

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications.

Application Procedure: Interested candidates should send a resume and cover letter to clawson@walipp.org.