



<b>Job title</b>	<i>Fund Development Director</i>		
<b>Reports to</b>	<i>Executive Director</i>		
<b>Status</b>	<i>Exempt</i>	<i>Full-Time: 40 hours/week</i>	<i>Salary: \$48,000-\$55,000 annually, based on experience</i>

**Job purpose**

FPLV is seeking a full-time **Fund Development Director** who brings 2-4 years fund development experience. The desired candidate will work closely with the Executive Director, Board of Directors, other staff, and community partners to build and cultivate a renewable and sustainable base of support for ongoing and increased operations.

**Why Join Us?**

Our mission is to help families experiencing homelessness achieve housing stability. We are proudly in the process of opening our new Family Navigation Center. We are seeking employees with a desire to work in a culture of growth which is compassionate, collaborative and community focused to help families with children achieve sustainable futures.

Reporting to the Executive Director, the Fund Development Director is an integral part of a fund development team and is responsible for overseeing all actions pertaining to FPLV's fund development efforts.

**Role and Responsibilities**

**Development Strategy**

- Leads, creates, implements, and monitors annual and long-term fund development plans to secure gifts from individuals, corporations, foundations, government.
- Working with the Executive Director and Board of Directors, designs, implements, and evaluates a comprehensive annual development plan to meet strategic objectives, financial goals, and mission of FPLV.
- Partners collaboratively with the Executive Director, Board of Directors, key community leaders and staff to achieve the fundraising goals of the organization.

**Fundraising & Leadership**

- Cultivates, expands, and diversifies financial support from individuals, foundations, and corporations.
- Oversees the organization and execution of all fundraising events.
- Leads the implementation of donor recognition and stewardship activities.
- Mentors and leads other team members and volunteers in the execution of fundraising efforts.
- Collaborates with Executive Director and grant writing staff in pursuing grants.
- Provides friendly, donor-centered customer service and represents FPLV in a professional and positive manner at community networking events and activities.

**Administration and Management**

- Tracks, measures, analyzes, and reports all aspects of fundraising efforts with clear accounting and accountability.
- Monitors budgets, expense reports, or other financial data for fundraising organizations.



### **Communication**

- Develops, stewards, and maintains ongoing relationships with all donors.
- Facilitates presentations for the Executive Director with stakeholders, community groups, potential donors, clergy, and potential faith-based partners.
- Contacts corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs.

### **Technical**

- Implements best practices for the use and management of the donor database (FP Connect a version of Salesforce) and integration with accounting software (QuickBooks)
- Makes timely entries of donations into FP Connect.
- Other duties as assigned.

*This job description in no way states or implies that these are the only duties to be performed by the employee in this position. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed. The incumbent is expected to perform other duties necessary for the effective operation of the department.*

### **Education and/or Experience**

- Bachelor's degree is preferred. Equivalent training and experience will be considered.
- Two years of responsible professional experience in fund development is preferred.

### **Qualifications/Requirements**

- Demonstrate values consistent with the stated mission of FPLV.
- Strong ability to communicate effectively, verbally and in writing.
- Experience with social media, including Facebook, Twitter, Instagram, etc.
- Ability to speak before small and large groups, including media interviews.
- Ability to work effectively with individuals of diverse backgrounds.
- Knowledge of community services and organizations.
- Ability to work independently in the absence of supervision.
- Ability to work a flexible schedule, including evenings and weekends.
- Ability to establish and maintain effective working relationships.
- Ability to build and maintain collaborative relationships with community organizations and partner congregations.
- Strong knowledge of computer software and applications, including Word, Excel, Outlook, and donor management software.
- Valid NV Driver's License and a good driving record.
- Note: A background check will be conducted on the final candidate.

### **Physical Demands**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and/or stand for long periods. The employee must be able to lift and/or move or transfer 25 pounds.



*Family Promise is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Family Promise will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employee.*

## **To Apply**

Are you interested in this position? Please submit a detailed resume at [Careers@fplv.org](mailto:Careers@fplv.org). If you need additional information please contact Terry Lindemann, Executive Director at 702-638-8806.